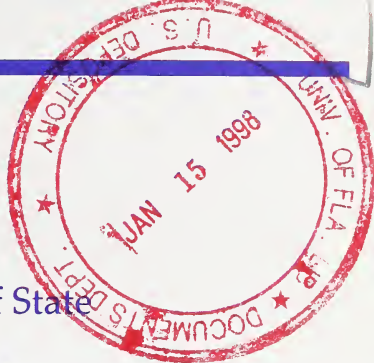
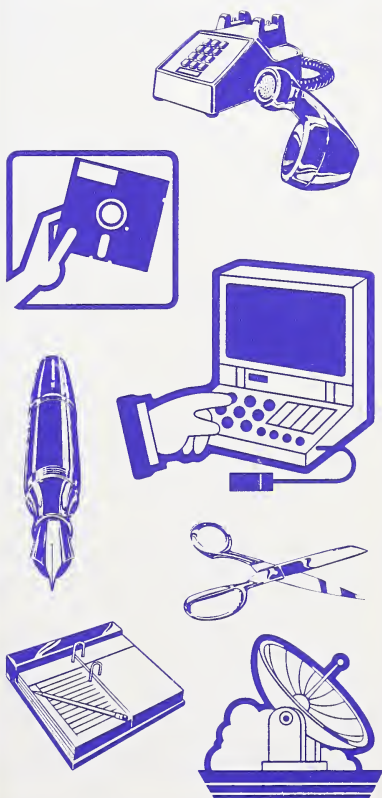




United States Department of State



A Guide to Doing **BUSINESS**



December 1997

DEPARTMENT OF STATE PUBLICATION 10520
Bureau of Administration
Office of Small and Disadvantaged Business Utilization

Revised December 1997

Introduction

A Guide to Doing Business With the Department of State is designed to familiarize small, minority, and female-owned businesses with the Department's procurement program. The *Guide* is intended to assist those small, minority, and female-owned firms seeking to do business with the Department in identifying procurement opportunities within the Department.

The *Guide* is issued by the Office of Small and Disadvantaged Business Utilization (A/SDBU), located in Arlington, Virginia, in State Annex 6, 1700 North Lynn Street, Room 633. The office is responsible for implementation of the Department of State's activities on behalf of small and disadvantaged businesses and female-owned businesses in accordance with Public Law 95-507, Public Law 100-656, and Executive Order 12138.

The *Guide* is divided into five sections:

Section A (1) summarizes the Department's procurement program; (2) describes the Department's acquisition under the Diplomatic Security Act; and (3) lists user-office contacts under the various categories of products and services for which the Department of State contracts.

Section B contains (1) a briefing memorandum to small, disadvantaged, and female business owners concerning the Department's Small, Disadvantaged, and Female Business Program, and (2) a listing of all Federal Offices of Small and Disadvantaged Business Utilization (OSDBU).

Section C lists subcontracting opportunities available through the Department's larger prime contractors.

Section D lists contacts for trade and investment-related issues.

Section E lists other Department of State and other government publications and subscriptions that may be of interest to the reader.

A Guide to Doing Business With the Department of State is also available on Internet. The WEB address is <http://www.state.gov> (Go to State Department Administration).

Department of State acquisition home page is
<http://www.statebuy.Inter.net/home.htm>


A/SDBU Mission Statement

The mission of the Department of State, Office of Small and Disadvantaged Business Utilization (OSDBU) is to ensure that a fair share of the Department's acquisitions are placed with small, disadvantaged, and women-owned firms. The OSDBU develops policies and implements actions that will enhance procurement opportunities for small, disadvantaged/minority, and women-owned businesses in accordance with public law.

The OSDBU serves as advocate, counselor, trainer, and provider of liaison services to the small business community. These services are administered through participation in outreach activities including interagency-sponsored conferences, one-on-one counseling, and group training seminars.

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Section A

- **Acquisition Program Profile**
- **Acquisition Under the Omnibus Diplomatic Security and Antiterrorism Act of 1986**
- **User-Office Contacts**



Acquisition Program Profile

The mission of the Department of State is the conduct of foreign policy. The Department seeks qualified small businesses, minority-owned businesses, and female-owned businesses to participate in the acquisition process in support of this mission.

Major procurements include the Automated Data Processing Distributed Systems; Worldwide Diplomatic Security Support, Narcotics Eradication, Communications Equipment; and Furnishings for Embassies and Consulates. The contract spectrum includes the following:

Research and Development

A small research and development program (less than \$5 million annually) is conducted in support of such programs as physical security, operation of worldwide telecommunications networks, and computer applications. Research and Development is not a major component of the State Department's acquisition program.

Supplies and Equipment

There are ongoing requirements for the following types of supplies and equipment. Many of these procurements are suitable for small business participation and some offer subcontracting possibilities.

- (a) Telecommunications equipment for use worldwide.
- (b) Computer software/hardware equipment and applications. Software and programming requirements are particularly suited to small business participation.*
- (c) Security equipment for the physical protection of diplomatic personnel and installations.
- (d) Household furnishings for embassies and consulates.

*The State Department has an outdated base of proprietary office automation and data processing systems. It is now planning and implementing a migration toward open systems architecture. The Department has a multiyear plan to accomplish this migration.

Services

- (a) Continuing requirements for maintenance services for communication equipment.
- (b) Requirements for packing and storage of household goods provide an excellent opportunity for small business participation.
- (c) General labor services, i.e., moving, messenger, clerical.
- (d) Management studies and surveys relating to mission activities.**
- (e) Facilities maintenance services.

All of the procurement activities described previously are conducted by the centralized Office of Acquisitions located in Rosslyn, Virginia. The mailing address follows as number 1 on the list of 16 major procuring activities. Following is a list of the Department's 16 major acquisition activities:

- 1. Office of Acquisitions (A/LM/AQM)
Department of State
P.O. Box 9115, Rosslyn Station
Arlington, VA. 22219
Customer Service Center Tel. (703) 516-1706

This is the Department's principal procurement office, buying a full range of services and personal property in support of DOS activities worldwide.

- 2. Office of Foreign Buildings Operations (A/LM/AQM/FBO)*
Department of State
SA-6, Room L-600, P.O. Box 12248
Rosslyn Station
Arlington, VA. 22219
Tel. (703) 875-6297

Performs acquisition services in support of design, engineering, construction, renovation, and/or rehabilitation of U.S. Embassies worldwide.

- 3. Office of Language Services (A/OPR/LS)
Department of State
Main State, Room 2214
Washington, D.C. 20520-2214
Tel. (202) 647-1528

** The State Department commissions studies and special projects to examine a wide range of subjects in response to requests from Congress, recommendations by the General Accounting Office and the Office of the Inspector General, or at the behest of management. These studies are either performed by internal working groups or contracted out. Unlike recurring services, however, it is difficult to plan for or predict when the Department might have need for such external studies.

Limited small purchase authority involving the services of translators, interpreters, escorts, and related language support.

4. Office of Overseas Schools (A/OPR/OS)
Department of State
SA-29, Room 245
Washington, D.C. 20522-2902
Tel. (703) 875-7800

Small purchases and grants involving overseas schools assistance activities.

5. Diplomatic Telecommunications Service (DTS-PO/ADM/ACQ)*
Department of State
SA-43, 3920 Pender Drive
Fairfax, VA 22030
Tel. (703) 302-7908 or 302-7840

Lease or purchase of information technology supplies and services, i.e., telecommunication circuitry and subsystems for worldwide use. Samples of subsystems are: modems, multiplexors, electronic switches, network management systems, professional services, etc.

6. Office of Foreign Missions (DS/OFM)
Department of State
SA-33, Room 357
Washington, D.C. 20520-3301
Tel. (202) 895-3507

Limited acquisitions involving professional services and personal property in support of the office's mission, that of ensuring reciprocity of treatment between U.S. missions overseas and foreign missions in this country.

7. Foreign Service Institute (NFATC)
Department of State
4000 Arlington Blvd.
Arlington, VA 22204-1500
Tel. (703) 302-6770

Acquisitions involving instructors, linguists, other academic and training specialists, and personal property as needed to support the Institute's training mission.

* Organization is Interim FACNET certified.

8. Office of International Conferences (IO/OICA)
Department of State
Main State, Room 1428A
Washington, D.C. 20520-6319
Tel. (202) 647-1771

Limited small purchase authority involving annual international conferences.

9. Bureau of Population, Refugees and Migration (PRM/C)
Department of State
SA-1, Room 1215
Washington, D.C. 20522-0112
Tel. (202) 663-1022

Small purchases, grants, and cooperative agreements supporting worldwide refugee matters.

10. United States Mission to the United Nations (USUN)
799 UN Plaza, Room 312
New York, N.Y. 10017
kTel. (212) 667-4095

Small purchases involving services and personal property supporting the U.S. Mission to the United Nations.

11. Moscow Embassy Buildings Control Office (M/MEBCO)
Department of State
SA-6, Room 1139
Washington, D.C. 20522-0602
Tel. (703) 516-1855

Acquisitions involving the new Moscow Embassy complex, including A/E and construction services and materials.

12. Regional Procurement and Support Office
Florida Regional Center
Department of State
Ft. Lauderdale, FL 33309-5242
Tel. (954) 630-1166

Procurement for services and personal property procured in the United States in support of posts in Central and South America.

13. Office of Information Management, Major Acquisitions
Program Office (A/LM/AQM/MFA)
Department of State
Room 200A, SA-15
Washington, D.C. 20522-0835
Tel. (703) 875-4801

Limited procurement authority for major systems buys (those exceeding \$50 million) or as directed by the Deputy Assistant Secretary for Information Management or the Procurement Executive. The office will play a major role in formulating a competitive solicitation for modernization of the Department's information systems.

Other specialized procuring activities are described below:

14. Bureau of International Narcotics & Law Enforcement (INL/C)
SA-44S
Washington, D.C. 20520
Tel. (202) 776-8718

Has authority to enter into small purchases, orders against GSA schedule contracts, and personal services contracts pursuant to the Foreign Assistance Act of 1961, as amended.

15. The Library, Office of Information Management (IM/CST/BC)
Business Center Staff
Department of State
Room 4428, M.S.
Washington, D.C. 20520
Tel. (202) 647-0312

Has authority to enter into small purchases and orders against GSA schedule contracts for the acquisitions such as newspapers, books, maps, and periodicals.

16. Amembassy Bonn-RPSO*
PSC 117 Box 185
APO AE 09080
Tel. (011) 49(228)339-2044

Full range of commodities and services for posts in Europe, Africa and Middle East. Worldwide medical acquisitions.

* Organization is Interim FACNET certified.

17. State Department Foreign Service Posts

Designated employees at State Department's Embassies and Consulates abroad have Certificates of Appointment from the Procurement Executive. These certificates, or warrants, provide authority to execute procurement actions up to \$100,000, and in some cases, at higher levels, without further approval from the Procurement Executive being required. While services are generally obtained on the local market, posts often purchase goods from U.S. vendors, either from GSA schedule or directly from vendors. Firms interested in marketing their product to U.S. posts abroad may send a line card and price list or similar information directly to posts using the APO addresses listed in the booklet, *Key Officers of Foreign Service Posts* (see order form on page E-3) or to the purchasing agents listed in the footnote on page A-27.

NOTE: Key Officers booklet is available free of charge via Bureau of Public Affairs Internet address: <http://www.state.gov>

* Organization is Interim FACNET certified.

Grant and Cooperative Agreement Opportunities

Office of Overseas Schools (A/OPR/OS)
Department of State
Room 245, SA-29
Washington, D.C. 20522-2902
Ms. Barbara La Brie
Tel. (703) 875-7800

Grants for the provision of assistance to elementary and secondary schools abroad to assure that appropriate educational programs are provided for dependents of American citizens.

Bureau of Oceans and International Environmental and Scientific Affairs (OES)
Department of State
Room 7821, Main State
Washington, D.C. 20520
Mr. Jim Lewis
Tel. (202) 647-3622

Grants related to the conduct of research and promotion of international cooperation on environmental and other scientific issues.

Bureau of Intelligence and Research (INR/RES)
Department of State
Room 404, SA-5
Washington, D.C. 20522-0504
Ms. Susan Nelson
Tel. (202) 736-9059

Grants for the provision of stable, long-term financing for advanced research; graduate and language training; public dissemination of research data (e.g., methods and findings); and contact and collaboration among government and private specialists.

Bureau of Population, Refugees & Migration (PRM)
Department of State
Room L505, SA-1
Washington, D.C., 20522-0105
Ms. Emily Krantz
Tel. (202) 663-1022

Cooperative agreements for the provision of food, health, and training activities and medical services for refugees in camps of first asylum.

Bureau of Diplomatic Security (DS/OSA/ASD)
Department of State
3rd Floor, SA-10
Washington, D.C. 20522-1003
Ms. Donna Taylor
Tel. (202) 663-0011

Cooperative agreements with state and local governments and institutions of higher learning for security-related training and training evaluation.

Credit Card Sales

The Government's VISA card is called "International Merchant Purchase Authorization Card" or IMPAC. It is issued to certain Department employees under a delegation of purchase authority to pay for certain types of small purchases (no single purchase may exceed \$2,500) such as office supplies, copier supplies, and maintenance; books and subscriptions; and repair of property and equipment (other than building property). Firms that accept IMPAC, and which wish to market their product to the Department should direct their attention to page A-31 for a partial list of cardholders. To learn more about accepting the IMPAC VISA credit card, you may contact your local bank and ask for a "VISA Merchant Account" or call First Bank Systems' Customer Service at 1-800-945-4689.

A single-award schedule contract for Government-wide commercial purchase card IMPAC service using the VISA purchase card has been implemented. The current contract GS-23F94031 (Federal Supply Schedule-Industrial Group 615, Industrial Class 6153), is a mandatory source for the Department. The IMPAC program is under the direction of the General Services Administration and is operated by Rocky Mountain BankCard System in Denver, Colorado. It is designed to meet the requirements of the Government for purchases that do not exceed \$2,500 per transaction. Merchants who want information about accepting VISA cards should either contact their local banks or call Rocky Mountain BankCard System for assistance. The number is 1-800-945-4689.

Regional Procurement and Support Office

U.S. Embassy Bonn

The Department of State's Embassy in Bonn, Germany, has a Regional Procurement and Support Office (RPSO) that supports the purchasing needs of many of the other American embassies abroad, particularly those in Europe, the Near East, Africa, and posts in the newly independent states (formerly the U.S.S.R.).

In Fiscal Year 1996, RPSO/Bonn purchased over \$24 million in goods and services, much of which was from U.S. vendors. The majority of these purchases are under \$100,000 ("simplified acquisition"). Acquisitions include: medical supplies and equipment, computers and peripherals, software, large household appliances, expendable and nonexpendable office supplies, furniture, subscriptions and books, educational materials, vehicles and spare parts, construction materials and supplies, and other miscellaneous goods and services.

Firms interested in selling to the RPSO/Bonn should send descriptive literature on their product line, including prices, to Charles Krips, Director, or Lisa Million, Assistant Director, RPSO/Bonn, c/o American Embassy/Bonn, PSC 117 Box 1851, APO AE 09080. Small, small minority-owned, and small women-owned businesses should clearly indicate their size and ownership status when mailing product information to RPSO/Bonn. While overseas posts, including RPSO/Bonn, are not required by law to comply with U.S. domestic policy concerning Federal socioeconomic procurement preference programs, posts attempt to observe such policy where practicable (FAX 011-49-333-575).

U.S. Embassy Tokyo

The U. S. Embassy in Tokyo, Japan, has a Regional Procurement and Support Office (RPSO) that supports the purchasing needs of many of the other American Embassies and Consulates abroad, particularly those in the former Soviet bloc of nations and the Commonwealth of Independent States (CIS), Africa, the Near East, the Middle East, and the Far East.

In Fiscal Year 1996, RPSO/Tokyo purchased over \$8 million in goods and services. The majority of these purchases were under \$100,000 ("simplified acquisition") and fall into three main categories: (1) Japanese-made automobiles with right-hand steering, and with left-hand steering for which no other available source exists in the particular constituent location for parts, supplies, and services; (2) automobile parts for vehicles made in Japan; (3) airfreight and shipping services to constituent posts of American Embassy Tokyo; and other miscellaneous goods and services that do not fall into any of the other categories.

Firms interested in selling to the RPSO/Tokyo should send descriptive literature on their products line(s), including prices, to Alvin Chen, Director, RPSO Tokyo, c/o American Embassy/Tokyo, Unit 45002, Box 212, APO AP 96337-0001. Small, small minority-owned, and small women-owned businesses should clearly indicate their size and ownership status when mailing product information to RPSO/Tokyo. Although overseas posts, including RPSO/Tokyo, are not required by law to comply with U.S. domestic policy concerning Federal socioeconomic procurement preference programs, posts attempt to observe such policy where practicable. (FAX011-81-3-3505-1862).

U.S. Embassy Singapore

The U.S. Embassy in Singapore has a Regional Procurement Support Office (RPSO) that supports the purchasing needs of many of the other American Embassies and Consulates abroad, particularly those in the East Asian and Pacific and The South Asian regions.

In Fiscal Year 1996, Singapore purchased over \$3 million in goods and services. The majority of these purchases were under \$100,000 ("simplified acquisitions"). Supplies purchased include heating and air-conditioning equipment, household appliances, other small electrical appliances and equipment, consumer and office electronics, medical supplies, motor vehicles and motor vehicle parts and supplies, computer equipment and software, office equipment, household and office furniture, and construction materials and supplies. The electrical power application used in the regions served by RPSO Singapore is 220V/50Hz. Services include building maintenance (cleaning, gardening, HVAC, etc.), security guards, computer systems, architect-engineer, construction, equipment leases, and airfreight and seafreight shipping.

Firms interested in selling to the RPSO Singapore should send descriptive literature on their product line(s), including prices, shipping terms and prices, and product support and warranty information, to the Director, RPSO Singapore, at the following address: American Embassy, PSC 470 Box RPSO, FPO AP 96534-0001. Small, minority, and small women-owned businesses should indicate their size and ownership status when mailing product information to RPSO Singapore. While overseas posts, including RPSO Singapore, are not required by law to comply with U.S. domestic policy concerning Federal socioeconomic procurement preference programs, posts attempt to observe such policy where practicable.

Additional information on RPSO Singapore can be found on the U.S. Department of State, Office of the Procurement Executive's Acquisition Home Page, under the category "Acquisition Organizations." The Internet address is <http://www.statebuy.inter.net/home.htm>. RPSO Singapore's facsimile number is 011-65-476-9003.

Florida Regional Center

A Regional Procurement Support Office (RPSO) was formally opened in December 1993 at the U.S. Department of State's Florida Regional Center located in Ft. Lauderdale, FL. RPSO—FL was established to support the procurement needs of the American Embassies, Consulates, or other posts located in the Central/South American, Caribbean, and certain West African countries.

In Fiscal Year 1996, RPSO—FL purchased over \$5,000,000 in goods and services. The majority of these purchases were under \$100,000 ("simplified acquisition"). Purchases include heating and air-conditioning units and repair parts; computer equipment and software; small/large household appliances; office electronics; medical supplies/equipment; automotive parts/tires; electrical equipment/supplies; telecom-munications equip-ment/supplies; construction materials/supplies; household/office furniture; printing requirements; and carpet/flooring supplies and equipment. Services are expected to be lawn care/gardening; equipment leases; computer services; small architect-engineer and construction services; and airfreight/ocean freight and other shipping or courier services; facility rental; janitorial services; guard services; printing services; and life/health and retirement plans.

Firms interested in doing business with the RPSO—FL should forward descriptive literature on their product/service line(s), including prices, to Mark Toler, Director, RPSO—FL, Florida Regional Center, 4000 N. Andrews Drive, Ft. Lauderdale, FL 33309. Small, small minority-owned, and small women-owned businesses should clearly indicate their size/ownership status when contacting RPSO—FL. For additional information, you may also call (305) 630-1164 or FAX (954) 630-1165.

Top-Spending Posts for FY-1996

(extracted from Competition Advocates' Report)

(in U.S.\$)

Bonn, Germany	over \$24 million
Paris, France	over \$12 million
Seoul, Korea	over \$10 million
Tokyo, Japan	over \$8 million
Abidjan, Cote d'Ivoire	over \$7 million
Mexico City, Mexico	over \$7 million
La Paz, Bolivia	over \$7 million
Frankfurt, Germany	over \$6 million
Rome, Italy	over \$6 million
Moscow, Russia	over \$5 million
London, England	over \$5 million
Cairo, Egypt	over \$5 million
Tel Aviv, Israel	over \$5 million
Beijing, China	over \$5 million

Largest Number of Contract Actions by Post

Bonn	La Paz
Warsaw	Abidjan
Paris	Bridgetown
Manila	New Delhi
Santiago	Nairobi
London	Tel Aviv
Brussels	Moscow
Bangkok	Seoul

More detailed information on post-specific statistical data is available in the Department of State's Annual Competition in Contracting Report. To receive a copy, contact the Competition Advocate on (703) 516-1687.

Acquisition Under the Omnibus Diplomatic Security and Antiterrorism Act of 1986

In the Omnibus Diplomatic Security and Antiterrorism Act of 1986 (PL 99-399), Congress has authorized funds to be appropriated to carry out diplomatic security construction, acquisitions, and operations pursuant to the Department of State's Supplemental Diplomatic Security Program.

Information regarding these projects is released through the Commerce Business Daily and other construction trade publications when the projects are ready to be designed, constructed, or government-furnished materials are to be purchased.

Firms interested in performing Embassy construction should direct their attention to Section 402 of the Omnibus Diplomatic Security and Antiterrorism Act of 1986. Section 402 addresses preference for U.S. contractors, utilization of minority and small business contractors, qualifications criteria, and subcontracting limitations on construction projects.

Limited contracting opportunities may exist for government-furnished equipment (GFE) such as bills of material (BOMs) for post communication centers and for security materials. Interested firms should contact Wanda Besson at the following address:

Department of State
A/LM/AQM/FBO
SA-6, Room L 600
Washington, D.C. 20522-0604
Telephone: (703) 875-6297

Any firm that has new or innovative technical security or electronic CM products, which could be used to enhance security at a U.S. Embassy abroad, may contact Ken Stanley at the following address:

Department of State
DS/ST/CMP
SA-10, 7th Floor
Washington, D.C. 20522-1003
Telephone: (202) 663-0704

Other products such as bullet-proof glass, closed-circuit televisions, intrusion detection devices, and the like, are also part of the procurement pattern under the security program. Firms wishing to market such products should contact Spencer Brown of the Department's Physical Security Division at the address listed on page A-21.

Firms interested in performing services related to Embassy security such as security engineering, construction management, construction surveillance, and the like, should contact the following areas:

Department of State
A/FBO/PE/CSM
SA-6, Room 711
Washington, D.C. 20522-0602
Attn: Mr. Ray Williams
Telephone: (703) 516-1637

Department of State
DS/PSD/CSB
SA-6, 8th Floor
Washington, D.C. 20522-0602
Attn: Mr. Spence Brown
Telephone: (703) 875-6562

For planning purposes, it is projected that during FY 98, architect/engineer and/or construction projects will be advertised or contracts awarded for the following Foreign Service Posts: Havana, Cuba; Lima, Peru; Santo Domingo, Dominican Republic; Asmara, Eritrea; Monrovia, Liberia; Nairobi, Kenya; Beijing, China; London, United Kingdom; Ashgabat, Turkmenistan; New Delhi, India; Paris, France; Copenhagen, Denmark; and Dublin, Ireland.

Notification of Metric Transition

In 1975 and 1988, legislation was enacted that denoted the metric system of measurement as the preferred system of weights and measures for the United States Trade and Commerce. Furthermore, Executive Order 12770 promoted the use of the metric system of weights and measures through contracts, grants, and other business-related activities to the extent economically feasible.

The metric system can provide substantial advantages to the Federal Government in its operations, and the Department of State, unique in its international mission and environment, has an important role to play in the Federal Government's transition.

Therefore, all employees of the Department, as well as those businesses that do business with the Department, are encouraged to participate in moving departmental functions to the metric system of weights and measures.

Any questions regarding the Department of State Metric Transition Program should be directed to Mr. Robert E. Lloyd in the Office of the Procurement Executive.

U.S. Department of State Washington, D.C. 20520

It is the Department of State's policy to maximize competition in contracting under applicable procurement regulations. Advertising and competition are mandated by these regulations. Consequently, the following user-office contacts are provided for program information only. Any questions regarding the competition in contracting practices of the Department should be directed to:

Ms. Mary Ackerman
Departmental Competition Advocate
(Mailing Address)
U.S. Department of State
A/OPE/CA, Room 603, SA-6
Washington, D.C. 20522-0602

Telephone: (703) 516-1687

Alternative Disputes Resolution

The Administrative Dispute Resolution Act of 1990 and the National Performance Review of 1993 encouraged agencies to use Alternative Dispute Resolution (ADR) techniques in resolving disputes. Executive Order 12979, Agency Procurement Protest, signed October 26, 1995, calls for agency heads to establish administrative procedures for resolving bid protests at the agency level "as an alternative" to outside protest forums.

Formal litigation of these matters is a long and costly process that oftentimes establishes an adversarial relationship between the Government and the private sector. ADR, on the other hand, includes a wide range of resolution techniques, tends to be less costly, and is far more efficient than litigation. It also keeps resolution of the matter within the control of the disputants. The parties choose the ADR method of resolution; establish the rules of engagement; determine who will be the decisionmakers; define the issues; and otherwise control the entire process.

Some of the ADR techniques that may be used include minitrials, mediation, factfinding, and arbitration. Resolution of the matter is approached from a "partnership" standpoint, with a common goal to preserve the business relationship and avoid the costs and delays so often experienced in formal litigation. We encourage use of ADR whenever possible.

Requests for DOS Contracts, etc.

Copies of current contracts, or other Department of State documents, may be requested through the Freedom of Information Act (FOIA), 5 U.S.C. 552. Department regulations applicable to FOIA requests are in Volume 22 of the Code of Federal Regulations, Part 171. In general, FOIA requests must be submitted in writing containing enough information about the documents requested to permit the Department to locate them with a reasonable amount of effort. Requesters also must state their agreement to pay any applicable processing costs in their request letters. (See 22 C.F.R. §171.13–15). Requests should be addressed to:

Office of Information Resources Management
Programs and Services
A/IM/IPS, Room 1512
Department of State
2201 C Street, N.W.
Washington, D.C. 20520-1512

Telephone inquiries number: 202-647-6070
Fax number: 202-647-5094

User-Office Contacts

Architectural, Engineering, and Design Services (Construction)

- a. Office of Foreign Buildings
Room L600, SA-6
Ms. Patricia Regalo-Warren Telephone: (703) 875-6282
- b. Office of Small & Disadvantaged Business Utilization
Room 633, SA-6
Mr. Louis Pruitt (Program Coordinator) Telephone: (703) 875-6586
- c. Office of Real Property Management (Domestic)
Room 1878, M.S.
Mr. Tom Sgroi Telephone: (202) 647-2852

Audio-Visual Services and Products

- a. Office of Information Management (IM/CST/BC)
Room 4428, M.S.
Mr. Pete Gouldmann Telephone: (202) 647-0312
Mr. John Cabral Telephone: (202) 647-0312

- b. General Services Division
Room B-258, M.S.
Mr. Royce Rock Telephone: (202) 647-1634
- c. Foreign Service Institute (FSI/EX/AVF)
Room F1328, SA-42
Mr. Tom Bash Telephone: (703) 302-6788
- d. Bureau of Diplomatic Security (DS/PLD/TC)
Room 380A, SA-11
Ms. Brenda Sprague Telephone: (703) 204-6240

Building Interior Furnishings (Foreign)

- a. Office of Foreign Buildings
Room 1201, SA-6
Ms. Vivien Woofter Telephone: (703) 875-6263
- b. Amembassy Bonn-RPSO
PSC 117 Box 185
APO AE 09080
Mr. Charles Krips Telephone: 011-49(228)339-2044

Building Maintenance and General Services (Domestic) (Includes labor services, local transportation services, etc.)

- a. General Services Division
Room B2A61, M.S.
Mr. John Silva (transportation) Telephone: (202) 647-3628
Ms. Shirley Beard (labor services) Telephone: (202) 647-3611
- b. Office of Operations
Facilities Management and Support Services
Room B2A61, M.S.
Mr. Frank Bright Telephone: (202) 647-6001

Building Maintenance and General Services (Foreign) (Includes plumbing supplies, paint manufacturing, carpentry supplies, retrofit, industrial supplies, and equipment, etc.)

- a. Office of Foreign Buildings
Room L100 and L200, SA-6
Mr. Peter Wood Telephone: (703) 875-5044

Building Materials/Supplies

- a. Office of Foreign Buildings
Mr. Fred Bunke (Moscow)
Room 1139, SA-6

Telephone: (703) 875-5796

Ms. Wanda Besson
Room L600, SA-6

Telephone: (703) 875-6297

- b. Amembassy Bonn-RPSO
PSC 117 Box 185
APO AE 09080
Mr. Charles Krips

Telephone: 011-49(228)339-2044

Cartographic Services

- a. Office of the Geographer
Room 8742, M.S.
Mr. William Wood

Telephone: (202) 647-2021

Catering Services

- a. Office of Protocol
Room 1238, M.S.
Ms. Jo Anne Arzt

Telephone: (202) 647-1700

Communication Equipment Services

(Includes drafting, servicing communications equipment at U.S. Embassies, repair of UHF/VHF radio equipment, electronics training, etc.)

- a. Office of Information Management
(IM/CST/BC)
Room 4428, M.S.
Mr. Pete Gouldmann
Mr. John Cabral

Telephone: (202) 647-0312

Telephone: (202) 647-0312

Computer Supplies and Accessories

- a. Office of Information Management (IM/CST/BC)
Room 4428, M.S.
Mr. Pete Gouldmann
Mr. John Cabral

Telephone: (202) 647-7959

Telephone: (202) 647-2900

- b. Office of Acquisition
Ms. Millie Pugliese

Telephone: (703) 875-5816

- c. Amembassy Bonn-RPSO
PSC 117 Box 185
APO AE 09080
Mr. Charles Krips

Telephone: 011-49(228)339-2044

Construction Services (Foreign)

- a. Office of Foreign Buildings
Room L600, SA-6
Mr. William Smayda (Const. Management)
Room 703, SA-6

Telephone: (703) 875-6300

Mr. Louis Pruitt (Program Coordinator)
Room 633, SA-6

Telephone: (703) 875-6586

- b. Amembassy Bonn-RPSO
PSC 117 Box 185
APO AE 09080
Mr. Charles Krips

Telephone: 011-49(228)339-2044

Educational Materials/Supplies

- a. Office of Overseas Schools
Room 245, SA-29
Dr. Keith D. Miller

Telephone: (703) 875-7800

- b. Foreign Service Institute
Room F2125, SA-42
Ms. Jayetta Oates

Telephone: (703) 302-7233

Electronic and Physical Security Services/Equipment

(Includes security engineering, technical security, counter-terrorism, audio countermeasures, personal protective equipment, firearms and ammunition, safety and escape mechanisms, special first-aid kits, etc.)

- a. Bureau of Diplomatic Security
Mr. Spencer Brown
Room 804, SA-6

Telephone: (703) 875-6570

Engineering Services (Construction)

- a. Office of Foreign Buildings
Ms. Patricia Regalo-Warren
Room L600, SA-6

Telephone: (703) 875-6276

Mr. Harry Marinos (electrical)
Room 310C, SA-6

Telephone: (703) 875-6143

Mr. Tin Nyo (mechanical)
Room 324, SA-6

Telephone: (703) 875-7063

Mr. Sedat Asar (structural)
Room 343, SA-6

Telephone: (703) 875-6190

- b. Office of Real Property Management, Design,
and Construction Division (Domestic)

Mr. Tom Sgroi
Room 1878, M.S.

Telephone: (202) 647-2852

- c. Amembassy Bonn-RPSO
PSC 117 Box 185
APO AE 09080
Mr. Charles Krips

Telephone: 011-49(228)339-2044

Engineering Services (Non-Construction)

- a. Bureau of Diplomatic Security (DS/CMP/ES)
SA-10, 7th Floor
Mr. Jim Frank (Security R&D)

Telephone: (202) 663-0708

- b. Office of Information Management (IM/CST/BC)
Room 4428, M.S.
Mr. Pete Gouldmann
Mr. John Cabral

Telephone: (202) 647-0312

Telephone: (202) 647-0312

Environmental Sciences (air, water, geotechnical, asbestos, etc.)

- a. Office of Foreign Buildings Operations
Mr. Christopher Hullinger (asbestos)
Room L 200, SA-6

Telephone: (703) 875-5742

Mr. Stephen C. Urman (Safety, Health and
Environmental Management Services)
Room L-300, SA-6

Telephone: (703) 875-4137

- b. Office of Operations, Facilities, Management, and Support Services
Mr. Frank Bright
Room B2A61, M.S.

Telephone: (202) 647-6001

Furnishings and Appliances, Office and Household*

(Includes household and office furniture, floor coverings, draperies, awnings, etc.)

- a. Office of Foreign Buildings
Room 412, SA-6
Ms. Vivien Woofter Telephone: (703) 875-6263
- b. Amembassy Bonn-RPSO
PSC 117 Box 185
APO AE 09080
Mr. Charles Krips Telephone: 011-49(228)339-2044

Information Management Support Services

- a. Office of Information Management (IM/CST/BC)
Room 4428, M.S.
Mr. Pete Gouldmann Telephone: (202) 647-0312
Mr. John Cabral Telephone: (202) 647-0312
- b. Bureau of Consular Affairs
Room W711, SA-1
Mr. Alan Dahl Telephone: (202) 663-1121
- c. Office of Passport Services
Room 338, SA-17
Ms. Agnes Liptak Telephone: (202) 955-0253
- d. Foreign Service Institute
Room F3313, SA-42
Ms. Linda Coble Telephone: (703) 302-6755
- e. Bureau of Diplomatic Security
SA-10, 6th floor (DS/OA/SYS)
Mr. Robert Cobert Telephone: (202) 663-6438
- f. Bureau of Financial Management and Planning,
Systems Support (FMP/EX)
SA-15, Room 5000
Ms. Lisa Chichester Telephone: (703) 812-2376

*Subcontracting opportunities may also exist within major, competitively awarded contracts of approximately \$5 million per annum. Contact Ms. Wanda Bowman, GSA, at (703) 305-5213.

- g. Office of Information Resources Management (S/S-IRM/SMD)
Room 7530
Mr. Kenneth Matthiesen Telephone: (202) 647-0867
- h. Bureau of Personnel (PER/EX/IM)
Room 1818, M.S.
Ms. Donna Cooper Stange Telephone: (202) 647-1264
- i. Amembassy Bonn-RPSO
PSC 117 Box 185
APO AE 09080
Mr. Charles Krips Telephone: 011-49(228)339-2044
- j. Bureau of Intelligence and Research (INR/EX)
Room 6510, M.S.
Mr. Mike Wiseman Telephone: (202) 647-6549

International Political and Economic Affairs and Research

- a. Bureau of International Narcotics and Law Enforcement Affairs
SA-44, 1st Floor
Mr. Tim Henderson Telephone: (202) 776-8718

Labor Services

- a. General Services Division
Room 1493, M.S.
Ms. Shirley Beard Telephone: (202) 647-3611

Language/Translation Services

- a. Office of Language Services
Room 2214, M.S.
Ms. Brenda Sprague Telephone: (202) 647-1528

Library/Subscription Services

- a. Office of Information Management (IM/CST/BC)
Room 4428, M.S.
Mr. Pete Gouldmann* Telephone: (202) 647-0312
Mr. John Cabral* Telephone: (202) 647-0312

*Manages Department's Commercial Library Program.

Machine and Equipment Maintenance/Repair (other than ADP)

- a. Office of Operations
Room B2A61, M.S.
Mr. Frank Bright Telephone: (202) 647-6001

Medical Services/Supplies

- a. Medical Services
Room L202, SA-1
Ms. Maria Melchiorre Telephone: (202) 663-1748

Mental Health Care/Services

- a. Office of Medical Services
Employee Services Division
Room L127, SA-1
Ms. Anne Weiss Telephone: (202) 663-1908

Room 5914, M.S. Telephone: (202) 647-4929

Microfilming/Micrographics

- a. Office of Information Management (IM/CST/BC)
Room 4428, M.S.
Mr. Pete Gouldmann Telephone: (202) 647-0312
Mr. John Cabral Telephone: (202) 647-0312

Networking/Telecommunications

- a. Diplomatic Telecommunications Program Office
(DTS/PO/Admin/ACQ)
SA-34
Mr. Victor White Telephone: (703) 912-7908
- b. Office of Information Management (IM/CST/BC)
Room 4428, M.S.
Mr. Pete Gouldmann Telephone: (202) 647-0312
Mr. John Cabral Telephone: (202) 647-0312

Overseas Employee Associations*

Manufacturers and distributors interested in selling wholesale grocery products, exchange items, and recreational supplies to U.S. Employee Associations overseas should contact:

- a. Office of Commissary and Recreation Affairs (A/OPR/ST/CR)
Room 600, SA-6
Washington, D.C. 20522-0602
Ms. Diane DeVivo, Director Telephone: (703) 875-6078
FAX (703) 875-6105

(See page A-33 for a list of State Department Foreign Service posts having U.S. Employee Associations. Those posts are annotated with an asterisk (*).)

Publishing, Printing, Reproduction Equipment/Supplies, and Editorial Services

- a. Office of Information Management (IM/CST/BC)
Room 4428, M.S.
Mr. Pete Gouldmann Telephone: (202) 647-0312
Mr. John Cabral Telephone: (202) 647-0312

Recycled Products (Construction and Janitorial Supplies Only)

- a. Office of Facilities Management and Support Services (OPR/FMSS)
Room 1481, M.S.
Mr. Calvin Dubose Telephone: (202) 647-6003

*CR conducts one Conference/Trade Show each year, rotating their sites between each of the Department's five Regional Bureaus. For information regarding future conference/trade shows, please contact Mr. Clint Kiser:

Office of Commissary and Recreation Affairs
A/OPR/ST/CR
State Annex 6, Room 600
U.S. Department of State
Washington, D.C. 20522-0602
Tel: (703) 875-6088

For information on Department of Defense Commissary/Exchange System, see page B-12.

Safety and Rescue Equipment

- a. Bureau of Diplomatic Security (DS/CMP/SDE)
SA-10, 7th Floor
Mr. Jim Frank Telephone: (202) 633-0722
- b. Office of Foreign Buildings
Room L100, SA-6
Mr. Bruce Sincox Telephone: (703) 875-6983

Small Purchases*

- a. Office of Acquisition
Room 528, SA-6
Ms. Millie Pugliese (small purchases branch chief) Telephone: (703) 875-5816
- Computer Supplies and Accessories
Ms. Millie Pugliese Telephone: (703) 875-5816
- Carpeting/Draperies
Ms. Betty Thomas Telephone: (703) 875-6015
- Furniture
Ms. Betty Thomas Telephone: (703) 875-6015

Training**

- a. Office of Civil Service Career Development and Assignments
Room 2429, M.S.
Ms. Theresa A. Manly Telephone: (202) 647-7252
- b. Office of Equal Employment Opportunity and Civil Rights
Room 4216, M.S.
Ms. Azucena Vasquez Telephone: (202) 647-9040

*FSU, the Office of Acquisition's Foreign Service Unit in the Department of State, serves as a liaison between vendors and the Department's Foreign Service posts. Vendors seeking to market Embassies in specific geographic regions may do so directly, using the address format on page A-32, or may contact the following small purchase agent: Peter Siegwald (703) 875-6023.

See pp. A-4 through A-8 for other organizations having small purchase authority.

**The State Department Training Programs with government-wide application should, in most instances, be channeled through the Office of Personnel Management (OPM). Contact Vivian Bethea, Acting Director, OSDBU, at OPM on (202) 606-1464 for information.

- c. Foreign Service Institute
National Foreign Affairs Training Center
Room F2210, SA-42 Telephone: (703) 302-7141
- Mr. Gary D. Crawford (Language) Telephone: (703) 302-7242
- Ms. Christine Fulena (Clerical/
Administrative) Telephone: (703) 302-4140
- Mr. Richard Jackson (Area Studies)
SA-42, Room F3422 Telephone: (703) 302-6858
- Ms. Patsy Patten (Contracting Officer)
SA-42, Room F2125 Telephone: (703) 302-6770
- d. Office of Information Management (IM/CST/BC)
Room 4428, M.S.
Mr. Pete Gouldmann Telephone: (202) 647-0312
Mr. John Cabral Telephone: (202) 647-0312
- e. Bureau of Diplomatic Security
Room 320A, SA-11
Mr. David Haas Telephone: (703) 204-6188

Transportation/Packing/Shipping/Storage (Household Effects)

- a. Office of Transportation
Room 1056, M.S.
Mr. Ed Davis Telephone: (202) 647-4091
- Mr. Harry Lundy (Contracts) Telephone: (703) 875-6014

Warehousing/Material Handling Equipment

- a. Office of Information Management (IM/CST/BC)
Room 4428, M.S.
Mr. Pete Gouldmann Telephone: (202) 647-0312
Mr. John Cabral Telephone: (202) 647-0312
- b. Bureau of Diplomatic Security (DS/PEL/SEM)
SA-7, Room 109
Mr. Stuart Rettie Telephone: (703) 644-3326

- c. Office of Operations (A/OPR/ST/SD/SSC)
Department of State
7958 Angus Court
Springfield, VA 22153
Ms. Sandy Branch Telephone: (703) 644-3447
- d. Florida Regional Center (FRC)
Administrative/General Services Officer
Department of State
4000 North Andrews Avenue
Ft. Lauderdale, FL 33309-5242 Telephone: (954) 630-1100

* * * * *

For further information contact:

Mrs. Durie White
Operations Director, Office of Small and
Disadvantaged Business Utilization
Room 633, SA-6
Washington, D.C. 20522-0602 Telephone: (703) 875-6824

Mr. Gregory Mayberry
Associate Operations Director, Office of Small and
Disadvantaged Business Utilization
Room 633, SA-6
Washington, D.C. 20522-0602 Telephone: (703) 875-6823

Mr. Louis Pruitt
Foreign Buildings Program Coordinator, Office
of Small and Disadvantaged Business Utilization
Room 633, SA-6
Washington, D.C. 20522-0602 Telephone: (703) 875-6586

Ms. Linda Taylor
Procurement Analyst, Office of Small and
Disadvantaged Business Utilization
Room 633, SA-6
Washington, D.C. 20522-0602 Telephone: (703) 516-1953

Mr. Anthony Jones
Procurement Analyst, Office of Small and
Disadvantaged Business Utilization
Room 633, SA-6
Washington, D.C. 20522-0602 Telephone: (703) 875-6822

Points of Contact for Department of State Information Technology Matters

Bureau	Point of Contact	Telephone
DTS-PO/SG	Robert Olson, Systems Grp.	703/302-7955
A/FBO/RMO/IRM	Mike Regardie	703/516-1580
A/IM/CST/BC	Pete Gouldmann	202/647-0312
A/IM/CST/BC	John Cabral	202/647-0312
S/S-EX	Daniel McIe, Dir., IRM	202/647-2977
OIG/AUD	Andrea Leopold, IM Div.	703/284-2600
OIG/PPM	Ken Kobilarcik, Syst. Support	703/284-1803
A/EX/IRM	Greg Ellis, Chief	202/647-9821
CA/EX/CSD	Travis Farris	202/663-1101
CA/PPT/TD	Carol Becker	202/955-0253
DS/CIS/ISD	Jules Romagnoli	202/663-0019
E/EX	Theresa Simmington/Jack Price	202/647-1932
FMP/EX	Lisa Chichester, Syst. Support	703/812-2376
M/CIO	Eliza McClenaghan	202/647-2226
DS/OFM/IM	Robert Mattox	202/895-3579
INR/EX/IS	Gilbert Crampton	202/647-7549
ARA/EX	Sharon Otto/Valerie Strickler	202/647-4478
INL/RM/MS	Tim Henderson	202/776-8718
L/EX/IS	Peter DiMichele	202/647-8323
MED/EX	Maria Melchiorre	202/663-1748
OES/DRL/EX	Michael Bishton	202/647-4349
M/DGP/PC	Patrick Folan	202/647-0409
PER/EX/IM	Donna Stange	202/647-1264
PM/EX	Bie Fox	202/736-7401
M/FSI/SAIT	Paul Eickman	703/302-6757

Department of State

General Services and Administrative Officers

Bureau	Title	Telephone	Room No.	Zip Code
A/EX	Administrative Officer	202-647-8883	3800, M.S.	20520-6310
A/FBO/RMO	General Services Officer	703-875-6355	1300, SA-6	20522-0602
A/IM/CST/BC	Administrative Officer	202-647-4398	4428, M.S.	20520-4437
AF/EX	General Services Officer	202-647-1298	3517, M.S.	20520-3430
ARA/EX	General Services Officer	202-647-3318	3260, M.S.	20520-6258
CA/EX	General Services Officer	202-647-1158	4820, M.S.	20520-4818
DS/EX	General Services Officer	202-663-0660	8th Fl, SA-10	20522-1003
EAP/EX	General Services Officer	202-647-9054	4313A, M.S.	20520-6310
EB/EX	General Services Officer	202-647-2720	6820, M.S.	20520-5818
EUR/EX	General Services Officer	202-647-5954	5428, M.S.	20520-6511
H	General Services Officer	202-647-1714	7260, M.S.	20520-7261A
INL/C	Administrative Officer	202-647-4867	1st Fl, SA-44	20520-7310
INR/EX	General Services Officer	202-647-1080	6639, M.S.	20520-6510
IO/EX	General Services Officer	202-647-9326	1509, M.S.	20520-6319
L/EX	Administrative Officer	202-647-8323	5519, M.S.	20520-6317
M/DGP/MED/EX				
	General Services Officer	202-663-1611	209A, SA-1	20522
M/FMP/EX	Administrative Officer	202-647-8675	1328, M.S.	20520-7427
M/FSI/EX	General Services Officer	703-302-6729	F2205, SA-42	20522-4201
M/OFM/AO	General Services Officer	202-895-3511	358, SA-33	20522
NEA/SA/EX	General Services Officer	202-647-3269	4245, M.S.	20520-6258
OES/DRL/EX	Administrative Officer	202-647-3622	7821, M.S.	20520-7818
OIG/PPM/EX	Administrative Officer	202-647-7091	6827, M.S.	20520-6817
PER/EX	Administrative Officer	202-647-8118	3811, M.S.	20520-2810
PM/EX	General Services Officer	202-647-1110	3817, M.S.	20520-7320
PRM/EX	General Services Officer	202-663-1520	1251, SA-1	20522-0112
S/CPR/EX	Administrative Officer	202-647-1700	1238, M.S.	20520-1238
S/S/EX	General Services Officer	202-647-7457	7511A, M.S.	20520-7512

Mailing Address Form

The APO and in-country address(s) for overseas posts are published in the Key Officers of Foreign Service Posts booklet (Department of State Publication 7877). This publication can be obtained from the Superintendent of Documents, U.S. Government Printing Office, using the order form on page E-3.

The *Key Officers of Foreign Posts* booklet referenced in the Mailing Address Form may be accessed on Internet via the Department of State Foreign Affairs Network (DOSFAN). To access DOSFAN:

WWW: <http://www.State.gov>

Department of State Foreign Service Posts*

Location of Office	Type of Office
Abidjan, Cote d'Ivoire*	Embassy
Abu Dhabi, United Arab Emirates*	Embassy
Accra, Ghana*	Embassy
Adana, Turkey	Consulate
Addis Ababa, Ethiopia*	Embassy
Alexandria, Egypt	Consulate General
Algiers, Algeria*	Embassy
Almaty, Kazakhstan*	Embassy
Amman, Jordan*	Embassy
Amsterdam, Netherlands	Consulate General
Ankara, Turkey*	Embassy
Antananarivo, Madagascar*	Embassy
Apia, Western Samoa	Embassy
Ashgabat, Turkmenistan	Embassy
Asuncion, Paraguay	Embassy
Athens, Greece*	Embassy
Auckland, New Zealand	Consulate General
Baghdad, Iraq	Embassy
Baku, Azerbaijan*	Embassy
Bamako, Mali*	Embassy
Bandar Seri Begawan, Brunei	Embassy
Bangkok, Thailand*	Embassy
Bangui, Central African Republic	Embassy
Banjul, The Gambia	Embassy
Barcelona, Spain	Consulate General
Barranquilla, Colombia	Consulate
Beijing, China*	Embassy
Beirut, Lebanon	Embassy
Belfast, Northern Ireland, U.K.	Consulate General
Belgrade, Yugoslavia*	Embassy
Belize City, Belize	Embassy
Berlin, Federal Rep. of Germany	Branch Office
Bern, Switzerland*	Embassy
Bilbao, Spain	Consulate
Bishkek, Kyrgyzstan	Embassy
Bissau, Guinea-Bissau	Embassy
Bogota, Colombia*	Embassy
Bonn, Federal Rep. of Germany* *	Embassy

* Posts annotated with an asterik (*) operate Overseas Employee Associations.

** Embassy Bonn has a Regional Procurement Support Operation (RPSO). Product information should be directed to the Contracting Officer, Mr. Charles Krips.

Location of Office	Type of Office
Brasilia, Brazil*	Embassy
Bratislava, Slovak Republic	Embassy
Brazzaville, Congo*	Embassy
Bridgetown, Barbados*	Embassy
Brisbane, Australia	Consulate
Brussels, Belgium*	Embassy
Brussels, Belgium	USNATO
Bucharest, Romania*	Embassy
Budapest, Hungary*	Embassy
Buenos Aires, Argentina*	Embassy
Bujumbura, Burundi	Embassy
Cairo, Egypt*	Embassy
Calcutta, India	Consulate General
Calgary, Canada	Consulate General
Canberra, Australia*	Embassy
Cape Town, South Africa	Consulate General
Caracas, Venezuela*	Embassy
Casablanca, Morocco	Consulate General
Cebu, Philippines	Consulate
Chengdu, China	Consulate General
Chennai (Madras), India*	Consulate General
Chiang Mai, Thailand	Consulate General
Chisinau, Moldova	Embassy
Ciudad Juarez, Mexico*	Consulate General
Colombo, Sri Lanka*	Embassy
Conakry, Guinea	Embassy
Copenhagen, Denmark*	Embassy
Cotonou, Benin*	Embassy
Curacao, Netherlands Antilles	Consulate General
Dakar, Senegal*	Embassy
Damascus, Syria*	Embassy
Dar Es Salaam, Tanzania*	Embassy
Dhahran, Saudi Arabia*	Consulate General
Dhaka, Bangladesh*	Embassy
Djibouti, Djibouti*	Embassy
Doha, Qatar	Embassy
Dubai, United Arab Emirates	Consulate General
Dublin, Ireland*	Embassy
Durban, South Africa	Consulate General
Dushanbe, Tajikistan	Embassy
Edinburgh, Scotland, U.K.	Consulate General
Durban, South Africa	Consulate General
Dushanbe, Tajikistan	Embassy
Edinburgh, Scotland, U.K.	Consulate General

Location of Office	Type of Office
Florence, Italy	Consulate General
Frankfurt Am Main, Federal Rep. of Germany*	Consulate General
Freetown, Sierra Leone*	Embassy
Fukuoka, Japan	Consulate
Gaborone, Botswana*	Embassy
Geneva, Switzerland*	Branch & Mission Offices
Georgetown, Guyana*	Embassy
Guadalajara, Mexico*	Consulate General
Guangzhou, China	Consulate General
Guatemala City, Guatemala*	Embassy
Guayaquil, Ecuador	Consulate General
Hague, The Netherlands	Embassy
Halifax, Canada	Consulate General
Hamburg, Federal Rep. Germany	Consulate General
Hanoi, Vietnam*	Consulate General
Hamilton, Bermuda	Consulate General
Harare, Zimbabwe*	Embassy
Havana, Cuba*	USINT
Helsinki, Finland*	Embassy
Hermosillo, Mexico	Consulate
Hong Kong, Hong Kong*	Consulate General
Islamabad, Pakistan*	Embassy
Istanbul, Turkey*	Consulate General
Izmir, Turkey	Consulate General
Jakarta, Indonesia*	Consulate General
Jeddah, Saudi Arabia*	Consulate General
Jerusalem, Jerusalem	Consulate General
Johannesburg, South Africa	Consulate General
Kaduna, Nigeria	Consulate General
Kampala, Uganda*	Embassy
Karachi, Pakistan*	Consulate General
Kathmandu, Nepal*	Embassy
Kavala, Greece* (relay)	
Khartoum, Sudan	Embassy
Kiev, Ukraine*	Embassy
Kigali, Rwanda*	Consulate General
Kinshasa, Zaire*	Embassy
Kingston, Jamaica*	Embassy
Kolonia, Micronesia	Embassy
Koror, Palau	USLO
Krakow, Poland	Consulate General

* Posts annotated with an asterik (*) operate Overseas Employee Associations.

Location of Office

Type of Office

Kuala Lumpur, Malaysia*	Embassy
Kuwait, Kuwait*	Embassy
La Paz, Bolivia*	Embassy
Lagos, Nigeria*	Embassy
Lahore, Pakistan*	Consulate General
Leipzig, Federal Rep. of Germany	Consulate General
Liberia (relay)	
Libreville, Gabon*	Embassy
Lilongwe, Malawi*	Embassy
Lima, Peru*	Embassy
Lisbon, Portugal*	Embassy
Lome, Togo*	Embassy
London, England, U.K.*	Embassy
Luanda, Angola	USLO
Lubumbashi, Zaire	Consulate General
Lusaka, Zambia*	Embassy
Luxembourg, Luxembourg	Embassy
Madras, India*	Consulate General
Madrid, Spain*	Embassy
Majuro, Marshall Islands	Embassy
Embassy Malabo, Equatorial Guinea	Embassy
Managua, Nicaragua*	Embassy
Manama, Bahrain	Embassy
Manila, Philippines*	Embassy
Maputo, Mozambique	Embassy
Maracaibo, Venezuela	Consulate
Marseille, France	Consulate General
Martinique, French Caribbean Dept.	Consular Agency
Maseru, Lesotho	Embassy
Matamoros, Mexico	Consulate
Mazatlan, Mexico	Consulate
Mbabane, Swaziland	Embassy
Medan, Indonesia	Consulate General
Melbourne, Australia	Consulate General
Merida, Mexico	Consulate
Mexico City, D.F., Mexico*	Embassy
Milan, Italy	Consulate General
Minsk, Belarus	Embassy
Monrovia, Liberia	Embassy
Monterrey, Mexico	Consulate General
Montevideo, Uruguay*	Embassy
Montreal, Canada*	Consulate General, ICAO
Moscow, Russia*	Embassy
Mumbai, India	Consulate General

Location of Office

Type of Office

Munich, Federal Rep. of Germany	Consulate General
Muscat, Oman*	Embassy
Nagoya, Japan	Consulate
N'Djamena, Chad*	Embassy
Naha, Japan	Consulate General
Nairobi, Kenya*	Embassy, UNEP
Naples, Italy	Consulate General
Nassau, Bahamas*	Embassy
New Delhi, India*	Embassy
New York, N.Y.	USUN
Niamey, Niger*	Embassy
Nicosia, Cyprus*	Embassy
Nouakchott, Mauritania*	Embassy
Nuevo Laredo, Mexico	Consulate
Oran, Algeria	Consulate
Osaka-Kobe, Japan	Consulate General
Oslo, Norway*	Embassy
Ottawa, Canada*	Embassy
Ouagadougou, Burkina Faso*	Embassy
Palermo, Italy	Consulate General
Panama City, Panama	Embassy
Paramaribo, Suriname	Embassy
Paris, France*	Embassy, UNESCO, USOECD
Perth, Australia	Consulate General
Peshawar, Pakistan*	Consulate
Phnom Penh, Cambodia	Embassy
Ponta Delgada, Azores, Portugal	Consulate
Port-au-Prince, Haiti	Embassy
Port Louis, Mauritius	Embassy
Port Moresby, Papua New Guinea	Embassy
Port-of-Spain, Trinidad and Tobago*	Embassy
Prague, Czech Republic*	Embassy
Praia, Cape Verde	Embassy
Pretoria, South Africa*	Embassy
Rabat, Morocco*	Embassy
Pusan, Korea	Consulate
Quebec, Canada	Consulate General
Quito, Ecuador*	Embassy
Rangoon, Burma*	Embassy
Recife, Brazil	Consulate

* Posts annotated with an asterik (*) operate Overseas Employee Associations.

Location of Office

Type of Office

Reykjavik, Iceland	Embassy
Riga, Latvia	Embassy
Rio de Janeiro, Brazil*	Consulate General
Riyadh, Saudi Arabia*	Embassy
Rome, Italy*	Embassy, FODAG
St. George's, Grenada	Embassy
St. Johns, Antigua and Barbuda	Embassy
St. Petersburg, Russia	Consulate General
Sanaa, Yemen Arab Republic*	Embassy
San Jose, Costa Rica*	Embassy
San Salvador, El Salvador*	Embassy
Santiago, Chile*	Embassy
Santo Domingo, Dominican Republic*	Embassy
Sao Paulo, Brazil*	Consulate General
Sapporo, Japan	Consulate General
Sarajevo, Bosnia-Herzegovina	Embassy
Seoul, Korea*	Embassy
Shanghai, China*	Consulate General
Shenyang, China	Consulate General
Singapore, Singapore*	Embassy
Sofia, Bulgaria*	Embassy
Stockholm, Sweden*	Embassy
Strasbourg, France	Consulate General
Surabaya, Indonesia	Consulate General
Suva, Fiji	Embassy
Sydney, Australia	Consulate General
Taipei, AIT	Consulate General
Tallinn, Estonia	Embassy
Tashkent, Uzbekistan*	Embassy
Tbilisi, Georgia	Embassy
Tegucigalpa, Honduras*	Embassy
Tel Aviv, Israel*	Embassy
Thessaloniki, Greece*	Consulate General
Tijuana, Mexico	Consulate General
Tirana, Albania	Embassy
Tokyo, Japan*	Embassy
Toronto, Canada*	Consulate General
Tunis, Tunisia	Embassy
Udon, Thailand	Consulate
Ulaanbaatar, Mongolia	Embassy
Valletta, Malta	Embassy
Vancouver, Canada	Consulate General
Vatican City, The Holy See	Embassy
Victoria, Seychelles	Embassy

Location of Office	Type of Office
Vienna, Austria*	Embassy, UNVIE
Vientiane, Laos	Embassy
Vilnius, Lithuania	Embassy
Vladivostok, Russia	Consulate General
Warsaw, Poland*	Embassy
Washington, D.C.	USOAS
Wellington, New Zealand	Embassy
Windhoek, Namibia*	Embassy
Yaounde, Cameroon*	Embassy
Yerevan, Armenia	Embassy
Zagreb, Croatia	Embassy
Zurich, Switzerland	Consulate General

Abbreviations and Symbols

USNATO	United States Mission to the North Atlantic Treaty
USINT	United States Interests Section
USLO	United States Liaison Office
ICAO	International Civil Aviation Organization
UNEP	United Nations Environment Program
USUN	United States Mission to the United Nations
UNESCO	United Nations Educational, Scientific, and Cultural Organizations
USOECD	United States Mission to the Organization for Economic Cooperation and Development
FODAG	Food and Agriculture Organizations
UNVIE	United States Mission to International Organizations in Vienna
USOAS	United States Mission to the Organization of American States

* Posts annotated with an asterik (*) operate Overseas Employee Associations.



Section B

- **Memo to Small, Disadvantaged, and Female (SD&F) Business Owners**
- **Federal Offices of Small and Disadvantaged Business Utilization (OSDBU)**



Memo to Small, Disadvantaged, and Female (SD&F) Business Owners

The Department of State is steadily and substantially increasing participation by small and small-disadvantaged businesses, female-owned businesses, in a broad spectrum of acquisitions through the expanded use of small, disadvantaged, and female-owned business firms locally, nationally, and internationally. These acquisitions range from recurring needs for goods or services to one-time needed procurements or research projects. Good results have been achieved principally through a daily intensive review of acquisitions and/or increased efforts by user offices to locate SD&F suppliers. Also, we have kept close liaison with local and regional offices of the Small Business Administration that have furnished names of suppliers of goods or services. In addition, we search our vendor file, using Standard Industrial Classification (SIC) codes, to locate prospective suppliers. Using the foregoing methodology, the Department is gradually broadening its base of information on SD&F firms. More and more supplies and services under the small purchase threshold will be awarded to SD&F firms and, similarly, larger acquisitions should increase substantially.

For example, Washington, D.C. receives many requisitions for services ranging from office furniture and furnishings to software and maintenance of hardware, communications, and building maintenance.

Beyond the District of Columbia, SD&F firms in various cities throughout the United States have participated in advertising, architectural and engineering design, computer software services, messenger vehicle maintenance, and international affairs research.

Recently, the Department has extended SD&F firm participation in its acquisitions beyond the continental United States, primarily in the drug abuse and narcotics control program and in renovation, rehabilitation, and maintenance of U.S. Embassies overseas. Administrative, statistical, research-type acquisitions to be performed abroad will also be awarded to qualified small, disadvantaged, and female-owned businesses.

Whenever a conference is held by the Department of State, a variety of local facilities are utilized. These are: motel/hotel space, vehicle rentals, telephones, clerical help, and advertising.

Firms wishing to do business with the Department of State may request a Vendor Profile Database Diskette. This system is maintained by OSDDBU and provides a diskette that contains over 100 fields of information to be completed. To obtain the diskette, phone (703) 875-6822. When complete, please remit to:

Small/Minority Business Enterprise Coordinator
A/SDBU, Room 633, SA-6
Department of State
Washington, D.C. 20522-0602

If there are any questions, please call Durie N. White (703) 875-6824, Gregory Mayberry (703) 875-6823, or Linda Taylor on (703) 516-1953. Thank you for your interest in being of service to the Department of State.

Sincerely,

Durie N. White
Operations Director
Office of Small and Disadvantaged Business Utilization

Federal Offices of Small and Disadvantaged Business Utilization (OSDBU)

Directors and Women in Business Representatives (WIBR)

The following offices offer small businesses information and guidance on procurement procedures; how to be placed on a bidder's mailing list; and identification of both prime and subcontracting opportunities.

Departments

Women in Business Representatives

Department of Agriculture
14th & Independence Ave., S.W.
Room 127W

Washington, D.C. 20250
Telephone: (202) 720-7117
FAX: (202) 720-3001

Attn: Ms. Sharon Harris

Director, OSDBU: <http://www.usda.gov/da/smallbus:htm>

Ms. Stella Hughes
(202) 720-7117

Department of the Air Force
The Pentagon, Room E271
Washington, D.C. 20330-1000
Telephone: (703) 697-1950
FAX: (703) 614-9266

Attn: Mr. Anthony DeLuca

Director, OSDBU: <http://www.safsb.hq.af.mil/>

Ms. Judy Schlott
(703) 697-1950

Department of the Army
The Pentagon, Room 2A712
Washington, D.C. 20310-0106
Telephone: (703) 697-7753
FAX: (703) 693-3898

Attn: Ms. Tracy Pinson

Director, OSDBU: <http://www.dtic.mil/amc/smlbus/indexsb.html>

Ms. Pam Johnson
(703) 697-2868

Department of Commerce
14th Street & Constitution Ave., NW.
Room 6411

Washington, D.C. 20230
Telephone: (202) 482-1472
FAX: (202) 482-0501

Attn: Mr. Michael Keane

Director, OSDBU: <http://www.osec.doc.gov/osdbu>

Ms. Brenda Black
(202) 482-1472

Departments

Women in Business Representatives

Department of Defense
The Pentagon, Room 2A338
Washington, D.C. 20301-3061

Telephone: (703) 614-1151

FAX: (703) 693-7014

Attn: Mr. Robert Neal

Director, OSDBU: <http://www.acq.osd.mil/sadbu>

Department of Education
400 Maryland Avenue, S.W.
Room 3120, ROB-3

Washington, D.C. 20202-0521

Telephone: (202) 708-9820

FAX: (202) 401-6477

Attn: Ms. Vi Sanchez

Director, OSDBU: <http://gcs.ed.gov/coninfo/booklet1.htm>

Department of Energy (BU-1)
1000 Independence Ave., S.W.

Washington, D.C. 20585

Telephone: (202) 586-8383

FAX: (202) 586-3075

Attn: Ms. Corlis S. Moody

Director, OSDBU: <http://www.pr.doc.gov/prbus.html>

Department of Health and Human Services
200 Independence Ave., S.W.
Room 517D

Washington, D.C. 20201

Telephone: (202) 690-7300

FAX: (202) 690-8772

Attn: Mr. Verl Zanders

Director, OSDBU: <http://www.dhhs.gov>

Department of Housing and Urban
Development
7th & D Streets, S.W.

Room 3130

Washington, D.C. 20410

Telephone: (202) 708-1428

FAX: (202) 708-7642

Attn: Mr. Joseph Piljay: <http://www.hud.gov/ctshome.html>

Ms. Dora Thomas
(703) 697-9384

(Vacant)
Call Director

Ms. Brenda DeGraffenreid
(202) 586-8383

Ms. Angel Graves
(202) 690-6670

Mr. Joseph Piljay
(202) 708-1428

Departments

Women in Business Representatives

Department of the Interior
18th & C Streets, N.W. Room 2727
Washington, D.C. 20240
Telephone: (202) 208-3493
FAX: (202) 208-5048: <http://ns.ics.doi.gov/osdbu/index.html>
Attn: Mr. Ralph Rausch
Director, OSDBU

Ms. Doris Sanford
(202) 208-7437

Department of Justice
Ariel Rios Building
12th & Penn. Avenue
Room 3235
Washington, D.C. 20530
Telephone: (202) 616-0521
FAX: (202) 616-1717
Attn: Mr. Joseph Ken Bryan

Ms. Eleanor Geary
(202) 616-0521

Director, OSDBU: http://www.usdoj.gov/jmd/pss/home_osd.htm

Department of Labor
200 Constitution Ave., N.W.
Room C2318 200
Washington, D.C. 20210
Telephone: (202) 219-9148
FAX: (202) 219-9167

Ms. Elaine Murrell
(202) 219-9151

Attn: Ms. June Robinson
Director, OSBMA:

<http://www.dol.gov/dol/oasam/public/grants/main.htm>

Department of the Navy
Building 5, Crystal Plaza, Room 120
Washington, D.C. 20360-5000
Telephone: (703) 602-2700
FAX: (703) 602-2477

Ms. Janet Koch
(703) 602-2695

Attn: Mr. Don Hathaway

Director, OSDBU: <http://www.onr.navy.mil>

Department of State
Room 633, SA-6
Washington, D.C. 20522-0602

Ms. Linda Taylor
(703) 516-1953

Telephone: (703) 875-6824

FAX: (703) 875-6825

Attn: Mrs. Durie White

Operations Director, OSDBU: <http://www.Statebuy.inter.net/home.htm>

Departments

Women in Business Representatives

Department of Transportation
400 – 7th Street, S.W., Room 9410
Washington, D.C. 20590
Telephone: (202) 366–1930
FAX: (202) 366–7228
Attn: Ms. Luz A. Hopewell
Director, OSDBU: <http://www.dot.gov/ost/osdbu/>

Ms. Pat L. Hodge
(202) 366–1902

Department of the Treasury
15th & Pennsylvania Ave., N.W.
Room 6100 Annex
Washington, D.C. 20220
Telephone: (202) 622–0530
FAX: (202) 622–2273
Attn: T.J. Garcia
Director, OSDBU: <http://www.ustreas.gov/treasury/bureaus/sba>

Ms. Mary Ellen Dorsey
(202) 622–0530

Department of Veterans Affairs
810 Vermont Ave., N.W.
Room 620
Washington, D.C. 20420
Telephone: (202) 565–8124
FAX: (202) 565–8156
Attn: Mr. Scott Denniston
Director, OSDBU (005SB): <http://www.va.gov/oa&mm/busopp.htm>

Mr. Robert Moore
(202) 565–8124

The majority of Independent Agencies do not have designated Officers of Small Disadvantaged Business Utilization. Specific personnel as indicated assume such responsibilities.

ACTION
1100 Vermont Ave., N.W.
Suite 2101
Washington, D.C. 20525
Telephone: (202) 606–5150
FAX: (202) 606–5126
Attn: Ms. Donna Darlington
Director, Procurement Grants

Ms. Jean McCamley
(202) 606–4812

Independent Agencies

Agency for International Development
1300 Pennsylvania Ave. N.W., Rm. 7.8-E
Washington, D.C. 20523-1414
Telephone: (202) 712-1500
FAX: (202) 216-3056
Attn: Mr. Ivan Ashley
Director, OSDBU: <http://www.info.usaid.gov/business/>

Defense Logistics Agency
DDAS, 8725 John J. Kingman, Ste. 2533
Ft. Belvoir, VA 22060-6221
Telephone: (703) 767-1650
FAX: (703) 767-1670
Attn: Mr. Lloyd C. Alderman
Director, OSDBU: http://www.dla.mil/dla_bus.htm

Environmental Protection Agency
401 M Street, S.W. Code A-149C
Washington, D.C. 20460
Telephone: (703) 305-7777
FAX: (703) 305-6462
Attn: Ms. Jeanette Brown
Director, OSDBU: <http://www.epa.gov/oam/>

Executive Office of the President
Room 5001, NEOB
Washington, D.C. 20500
Telephone: (202) 395-7669
FAX: (202) 395-3982
Attn: Ms. Thelma Toler
Director, OSDBU

Export-Import Bank of the U.S.
811 Vermont Ave., N.W. Room 1017
Washington, D.C. 20571
Telephone: (202) 565-3335
FAX: (202) 565-3319
Attn: Mr. Daniel A. Garcia
Director, OSDBU

Women in Business Representatives

Ms. Betty Briscoe
(202) 712-1500

Ms. Patricia Cleveland
(703) 767-1650

Ms. Jeanette Brown, Acting
(703) 305-7305

Independent Agencies

Federal Trade Commission
6th & Pennsylvania Avenue N.W.
Room H700
Washington, D.C. 20580
Telephone: (202) 326-2258
FAX: (202) 326-2050
Attn: Ms. Jean Sefchick
Director, OSDBU

General Services Administration
18th and F Streets, N.W., Room 6029
Washington, D.C. 20405
Telephone: (202) 501-1021
FAX: (202) 208-5938
Attn: Ms. Dietra Ford
Director, Ofc. of Enterprise Dev:

Interstate Commerce Commission
12th and Constitution Ave., N.W.
Room 3119
Washington, D.C. 20423
Telephone: (202) 927-7597
FAX: (202) 927-5158
Attn: Mr. Dan King
Director, OSDBU

National Aeronautics and Space
Administration
300 E St., S.W. Room 1T70
Washington, D.C. 20546
Telephone: (202) 358-2088
FAX: (202) 358-3261
Attn: Mr. Ralph Thomas, III
Assoc. Administrator, OSDBU: <http://www.hq.nasa.gov/office/codek>

National Science Foundation
4201 Wilson Blvd.
Arlington, VA 22230
Telephone: (703) 306-1330
FAX: (703) 306-0337
Attn: Mr. Donald Senich
Director, OSDBU

Women in Business Representatives

Ms. Barbara Lorette
(202) 326-2260

Ms. Elizabeth Ivey
(202) 501-1021

[http://www.gsa.gov/pubs/dbgsa/
dbgsa.htm](http://www.gsa.gov/pubs/dbgsa/dbgsa.htm)

Mr. Dan King
(202) 927-7597

Ms. Rae Martel
(202) 358-2088

(Vacant)
Call Director

Independent Agencies

Nuclear Regulatory Commission
Room 7217, MNBB

Washington, D.C. 20555

Telephone: (301) 415-7381

FAX: (301) 415-5953

Attn: Mr. Edward Tucker

Acting Director, OSDDBU: <http://www.nrc.gov/NRC/contract.html>

Office of Personnel Management

1900 E Street, N.W.

Room 2351

Washington, D.C. 20415

Telephone: (202) 606-2180

FAX: (202) 606-1464

Attn: Ms. Vivian Bethea

Acting Director, OSDDBU

Railroad Retirement Board

1310 G St., N.W., Suite 500

Washington, D.C. 20036

Telephone: (202) 272-7742

FAX: (202) 272-7728

Attn: Ms. Marian P. Gibson

Director, OSDDBU

Smithsonian Institution

915 L'Enfant Plaza, S.W.

Washington, D.C. 20560

Tel. (202) 287-3508

FAX (202) 287-3492

Attn: (Vacant)

Program Manager, OSDDBU: <http://www.si.edu/>

U.S. Government Printing Office

Small/Disadvantaged Business Program Office

732 North Capitol Street, NW.

Washington, D.C. 20401

Tel. (202) 512-1365

Women in Business Representatives

Ms. Barbara Williams

(301) 415-7381

(Vacant)

Call Director

Independent Agencies

U.S. Information Agency–M/O
330 C St., S.W.
Room 1611, HHS–S Building
Washington, D.C. 20547
Telephone: (202) 205–9662
FAX: (202) 401–2410
Attn: Ms. Georgia Hubert
Director, OSDDBU: <http://www.usia.gov>

U.S. Postal Service
475 L'Enfant Plaza West, S.W.
Room 3641
Washington, D.C. 20260–5616
Telephone: (202) 268–6578
FAX: (202) 268–6573
Attn: Mr. Richard J. Hernandez
Mgr., Supplier Diversity: <http://www.usps.gov/business/>

Women in Business Representatives

Mr. Richard J. Hernandez,
CPCM
(202) 268–6578

Other Liaison Offices

Army–Air Force Exchange Service (AAFES)
Purchase Directorate
P.O. Box 660202
Dallas, TX 75266–0202
Telephone: (214) 312–3571

Defense Commissary Agency
East Service Center
ATTN: ES–AM
Bldg. P11200, 38th St. & E Ave.
Fort Lee, VA 23801–6330
Telephone: (804) 734–3834

Defense Commissary Agency
West Service Center
ATTN: WS–AM
Bldg. 3184
Kelly AFB, TX 78241–6290
Telephone: (512) 925–8231/6933

Independent Agencies

Women in Business Representatives

Office of Federal Procurement Policy

725 17th Street, N.W.

Room 9025

Washington, D.C. 20503

Telephone: (202) 395-4821

FAX: (202) 395-5105

Attn: Ms. Linda Mesaros

Deputy Associate Administrator for

Policy Development: <http://www.arnet.gov>

Minority Business Development Agency

U.S. Department of Commerce

14th St. & Constitution Avenue, N.W.

Room 5053

Washington, D.C. 20230

Telephone: (202) 482-5061

FAX: (202) 482-5117

Attn: Mr. Paul Webber

Acting Director: <http://www.doc.gov/agencies/mbda>

Minority Business Development Agency

U.S. Department of Commerce

14th St. & Constitution Avenue, N.W.

Room 5096

Washington, D.C. 20230

Telephone: (202) 482-3261

FAX: (202) 482-5117

Attn: Mr. Raoul Quiros

Chief, Public Sector

Procurement Technical Assistance Center Program

GMU Entrepreneurship Center

4400 University Drive

Fairfax, VA 22030

Telephone: (703) 277-7750

FAX: (703) 352-8195

Attn: Mr. James Regan, Director

1) <http://www.gmu.edu/gmu/PTAP>

2) <http://www.sbdc.org>

Independent Agencies

Women in Business Representatives

Small Business Development Center

Howard University

2600 Sixth Street, NW., Room 125

Washington, D.C. 20059

Telephone: (202) 806-1550

Attn: Mr. Woodrow McCutchen, Director: <http://www.cldc.howard.edu/husbdc>

Small Business Administration

409 3rd Street, S.W.

8th Floor

Washington, D.C. 20416

Telephone: (202) 205-6460

FAX: (202) 205-7064

Attn: Ms. Judith Roussel: <http://www.sbaonline.sba.gov>

* * * * *

For additional SBA information:

The SBA has offices located around the country. For the one nearest you, consult the telephone directory under U.S. Government or call the Small Business Answer Desk at 1-800-U ASK SBA.

Section C

- **Subcontracting Opportunities**

Subcontracting Opportunities

Following is a current list of Department of State large prime contractors with contracts in excess of \$500,000 (\$1 million for construction), which may offer subcontracting opportunities: Company names followed by an asterick (*) represent those with the largest dollar value contracts at Department of State.

Possible Prime Contractors Offering Subcontracting Opportunities

The American Institute in Taiwan
7 Lane 134 Hisan Yi Road
Section 3
Taipei, Taiwan
Contact: Mr. Jack Ferguson, Chief,
Management Services Section

ARA Environmental Services
9 Presidential Blvd.
Bala Cynwyd, PA 19004-0291
Contact: Mr. Jim Day (215) 667-8033

AT&T
1120 20th St. N.W.
5th Floor
Washington, DC 20036
Contact: Mr. Jim Powers
(202) 647-9196
Contract: N00600-94-0344

Bantec Technologies
5898 Condor Drive
Moorpark, CA 93021-2601
Contact: Mark Schneider
(805) 529-1500
Contract: 0000-125066

Berger/HOK Joint Venture
1819 H St., N.W., Suite 900
Washington, D.C. 20006
Contact: Gary Kettler,
Sr. Project Mgr.
(202) 331-7775
Contract: 1030-212606

Subcontracting Opportunities Available

Various subcontracting opportunities

Various janitorial supplies, equipment, and labor services

Various subcontracting opportunities related to telephone equipment and services

Hardware Maintenance support encompassing ADP production resources

Various A&E services related to minor new construction projects; facility rehabilitation and system replacement projects; physical and technical security upgrades; construction and renovation of communications centers

**Possible Prime Contractors Offering
Subcontracting Opportunities**

BTG, Inc.*
1945 Old Gallows Rd.
Vienna, VA 22182
Contact: Rowland M. Hill
(703) 556-6518
Contract: S-OPRAQ97D0608

Computer Based Systems, Inc.*
2750 Prosperity Ave., Ste. 300
Fairfax, VA. 22301
Contact: Daniel S. Ryan
(703) 849-8080
Contract: S-OPRAQ95D0673

Computer Sciences Corporation*
3170 Fairview Park Drive
Falls Church, VA. 22042
Contact: Mr. Jeff Lee
Contract: S-OPRAQ97D0009
Contract: S-OPRAQ94D0508

COMSAT General Corp.
45250 Severn Way
Sterling, VA 20166
Contact: Mr. James King, Jr.
(703) 450-7020
Contract: S-DTSP096F4028

Dillingham Construction
International
5960 Inglewood Drive
P.O. Box 1089
Pleasanton, CA 94566
Contact: Mr. Robert Walker
(510) 483-3300
Contract: S-FBOAD-93-C0071

**Subcontracting
Opportunities Available**

Various hardware products
and travel arrangements

Various subcontracting
opportunities

Various subcontracting
opportunities related to
program and systems
services. Various subcontract
opportunities related to
Info. Tech. Support

Commercial plan

Various materials and
services, in support of
construction in
Singapore

Possible Prime Contractors Offering Subcontracting Opportunities

DynCorp, Enterprise Management
7500 Boston Blvd.

Springfield, VA 22152

Contact: Mr. Ed Ferry

(703) 912-8524

Contract: S-OPRAQ-97-D0604

Contract: S-OPRAQ-95-C0675

DynCorp

DoS Air Wing/INM

Bldg. 985, P.O. Box 4338

Patrick AFB, FL 32925

Contact: Mr. Timothy Childrey

Contract: 2071-125123

Dyncorp Aircraft

6801 Calmont Avenue

Dallas, TX 76116

Contact:: Mr. John Harlin

(817) 732-4481 ext. 248

Contract: S-OPRAQ94C0646

Einhorn Yaffee Prescott

PO Box 617

Broadway at Beaver St.

Albany, NY 12201

Contact: Ms. Barbara A. Reuter

(518) 431-3364

Contract: S-FBOAD97D0016

GTE Gov't Systems*

Information Systems Division

15000 Conference Center Drive

Chantilly, VA 22021-3808

Contact: John McMullen, Jr.

(508) 880-4646

Contract: S-OPRAQ95D0594

Halifax Engineering, Inc.

5250 Cherokee Avenue

Alexandria, VA 22312

Contact: (703) 750-2202

Subcontracting Opportunities Available

Misc. travel-related
services

Miscellaneous visa and travel
services

Miscellaneous supplies,
equipment and services

Spare parts, travel
arrangements, equipment

Misc. services and products
supporting A&E design
requirements

Misc. installation materials

Various subcontracting
opportunities

Possible Prime Contractors Offering Subcontracting Opportunities

Harbert International, Inc.
One Riverchase Parkway, South
Birmingham, AL 35201
Contact: Claude Roberts
(202) 987-5606

Inter-Con
900 S. Garfield Ave.
Alhambra, CA 91801-4441
Contact: Michael Placido
(213) 283-2732
Contract: S-OPRAQ96D0569

Intermodel, Inc.
9308 N.W. 13th Street
Miami, FL 33172
Contact: (305) 591-2419
Contract: S-OPRAQ95C0536

ITT Federal Services Corporation
One Gateway Plaza, 1330 Inverness Dr.
P.O. Box 15012
Colorado Springs, CO 80935-5012
Contact: G. Evans
(719) 574-5850(x230)
Contract: S-OPRAQ-95-C-0589

J.A. Jones Construction
J.A. Jones Drive
Charlotte, NC 28287
Contact: Mr. Mike L. Fitzgerald
(704) 553-3499

ManTech Strategic Assoc., Ltd.
12015 Lee Jackson Memorial Hwy.
Suite 700
Fairfax, VA 22033-3338
Contact: Barbara Wilbur
(703) 814-4237
Contract: S-OPRAQ95C0176

Subcontracting Opportunities Available

Supplies, services, and materials related to office building construction/renovation

Miscellaneous products in support of guard services

Various subcontracting opportunities related to consolidated receiving point

Concrete, masonry, metalwork, doors, windows, hardware, woodwork, etc., related to construction of new U.S. Embassy, Kuwait

Miscellaneous travel related services

Possible Prime Contractors Offering Subcontracting Opportunities

MCI
701 S. 12th Street
Arlington, VA 22202
Contact: Ms. V. C. Davis
(703) 414-6283
Contract: S-DTSPO96D2004

Mitre Corporation
7525 Colshire Drive
McLean, VA 22102
Contact: Mr. Walter R. Pawlowski, VP
(703) 883-5501
Contract: 1045-155023

MPRI
1201 East Abingdon Dr.,
Ste. 425 of publicity materials
Alexandria, VA 22314
Contact: Mr. Robert D. Wood
(703) 684-0853
Contract: S-OPRAQ94C0406

Motorola, Inc.
1301 East Algonquin Rd.
Schaumburg, IL 60196
Contact: Elizabeth Manfield
(708) 576-4331
Contract: S-OPRAQ95C0521

The Orkand Corporation
8484 Georgia Ave., Suite 1000
Silver Spring, MD 20910
Contact: Mr. Anthony Schulien
(301) 585-8480

Pacific A & E
1601 N. Kent St., Ste. 900
Arlington, VA 22209
Contract: S-OPRAQ97C0033

Subcontracting Opportunities Available

Commercial plan

ADP hardware/software;
operating supplies and
services (indirect)

Various opportunities
for development and printing

Various subcontracting
opportunities

Various subcontracting
opportunities related to
ADP software support
services

Various subcontracting
opportunities

Possible Prime Contractors Offering Subcontracting Opportunities

RTKL Assoc., Inc.
1140 Connecticut Ave., N.W.
Washington, D.C. 20036
Contact: Mr. Bernard Wulff
(202) 833-4400
Contract: 1030-290285

Ralph M. Parsons Co.
1133 15th St., N.W.
Washington, D.C. 20005
Contact: Terrence O'Brien
(202) 775-3453
Contract: 1030-290286

Sprint
P.O. Box 8568
Kansas City, MO 64114
Contact: Terry Smelcer
(816) 854-5316
Contract: S-DTSP094C2030

Statistica
800 S. Frederick Ave.
Suite 204
Gaithersburg, MD 28877-4150
Contact: Mr. Robert Cole
(301) 926-9000
Contract: S-OPRAQ94C0492

TRW
Systems Division
One Federal Systems Park Drive
Fairfax, VA 22033
Contact: Mr. Alan Schmidt
(703) 968-2001

Subcontracting Opportunities Available

Various A&E services related to minor new construction projects; facility rehabilitation and system replacement projects; physical and technical security upgrades; construction and renovation of communications centers

Various A&E services related to minor new construction projects; facility rehabilitation and system replacement projects; physical and technical security construction and renovation of communications centers

Commercial plan

Various subcontracting opportunities

Various subcontracting opportunities

Possible Prime Contractors Offering Subcontracting Opportunities

Unisys
8008 Westpark Dr.
McLean, VA 22102
Contact: Murray J. Schooner
(703) 556-5822s
Contract: S-OPRAQ95D0532

Wang Federal Systems*
7900 Westpark Drive
McLean, VA 22102
Contact: Ms. Marianne Kee
(703) 827-3807

WorldCom Fed. Syst., Inc.
15245 Shady Grove Rd., Ste. 410 S.
Rockville, MD 20850-3222
Contact: Ms. Andrea Irvin
(301) 212-7000
Contract: S-DTSPO96C0060

Xerox Special Information Sys.
250 North Halstead St.
P.O. Box 7018
Pasadena, CA 91109
Contact: K.E. Hunter
(818) 351-2351
Contract: 0000-930125

Subcontracting Opportunities Available

Various hardware, software, etc.

Computers, PCs, software, etc.

Commercial plan

Various electronic components
and assemblies and metal
work

Section D

- **Contacts for Trade and Investment-Related Issues**

Contacts for Trade and Investment-Related Issues

Department of State

Business Affairs	—Mr. Marshall P. Adair, Acting	(202) 647-1625
Investment Affairs	—Mr. Wesley Scholz	736-4247
Development Finance	—Ms. Joyce Roberts	647-9426
Economic Sanctions Policy	—Mr. Robert Maxim	647-5673
Trade Policy	—Mr. William E. Craft	647-6690

Information about specific countries available from Department country desk officers. Telephone numbers obtained from front of the Department telephone book or from U.S. Government operator, (202) 655-4000. The Department of State also offers an automated Traveler's Advisory, which can be accessed on (202) 647-5225.

Department of Commerce

Deputy Assistant Secretary for Services	—Mr. Graham Whatley, Acting	(202) 482-5261
Country Marketing: Western Europe	—Mr. Peter Hale	482-5341
Eastern Europe and Soviet Affairs	—Ms. Suzanne Lotarski	482-1104
Central and Eastern Europe Business Information Center (CEEBIC)	—Int'l Trade Specialist	482-2645
Russia and Newly Independent States: Business Information Services for the Newly Independent States (BISNIS)		482-4655
Africa	—Mr. Gerald Feldman	482-4927
Near East	—Mr. Thomas Parker	482-1860
South Asia	—Mr. John Anderson	482-5228
Mexico	—AMERIFAX	482-0300
Latin America and Caribbean Basin	—Mr. Walter Bastian	482-2436
People's Republic of China and Hong Kong	—Mr. Donald Forest	482-5527
Japan	—Ms. Marjorie Searing	482-4527
Office for Service Industries and Finance	—Mr. Graham Whatley, Actg.	482-5261
Publications-Intl. Trade Adm.	—Mr. Thomas Witherspoon	482-5487
Foreign Commercial Service	—Ms. Dolores F. Harrod	(202) 482-6228
Export Licensing Information		(202) 482-4811

U.S. Trade and Development Agency

(feasibility studies and other planning services)	—Ms. Carol Stillwell	(703) 875-4357
Definitional Missions	—Ms. Della Glen	(703) 875-4357
Trade Information		1-800-USATRADE

Defense Trade Controls

For exporting licensing information on munitions, or technology “uniquely” designed for military application, contact Department of State, Defense Trade Controls (703) 875-6644 (licensing) or (703) 875-6650 (registration). You will be directed to an officer according to your requirements. Also, see DTC’s website at www.pmdtc.org

Agency for International Development

Business Relations (OSDBU)	—Mr. Ivan Ashley	(703) 875-1551
Center for Trade & Investment Services	—Ms. Deborah Diaz	(202) 663-2660 (local) (800) 872-4348

Overseas Private Investment Corporation

	—Information Officer	(202) 336-8799
Export-Import Bank	—Ms. Judith Nath, Acting	(202) 565-3200

Small Business Administration

Office of International Trade	—Ms. Eileen Cassidy	(202) 205-6720
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U.S. Trade Representative

	—Ms. Phyllis Shearer-Jones	(202) 395-6120
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Information about international trade and investment opportunities is also available electronically. Following are some useful websites for accessing such information:

- Access the United Nations Trade Point Development Center (UNTPDC) at <http://www.unicc.org/untpdc/welcome.html>
- PANGAEA.NET™ is a commercially-operated Global Business Information and Communications Resource Center. For information and news, access <http://www.pangaea.net>
- For those interested in the Eastern European market, e-mail info@TradeNet.org

Trade Promotion Activities of the Department of State That Can Benefit Small, Minority, and Women-Owned Firms in Exporting

Assisting U.S. business is a major responsibility of the Department of State. The Secretary of State has directed all members of U.S. Embassies and consular posts abroad to consider the promotion of U.S. business and economic interests to be a top priority and to support U.S. firms vigorously in foreign markets. The Ambassador, as head of the "Country Team," takes the lead in promoting U.S. trade and investment in 272 diplomatic and consular establishments in over 160 foreign countries.

The Department of State offers trade promotion services that can be of benefit to the minority business community. Each of the below-mentioned contacts can provide insight, advice, and assistance in the export efforts of minority firms:

The Office of the Coordinator for Business Affairs (E/CBA) serves as the primary contact point for the business community in the Department. Officials are in daily contact with private sector firms and business groups throughout the country through meetings, briefings, speeches, and other programs. E/CBA answers inquiries from businesses, individuals, and Congress, and maintains close liaison with regional bureau commercial coordinators, country desk officers, Commerce, AID, and other agencies involved in export promotion activities. (Phone: (202) 647-1625).

Embassies and Consulates overseas are charged with assisting the U.S. business community abroad. Ambassadors hold regularly scheduled meetings with American Chambers of Commerce in almost every country where there are such groups. Our Embassy commercial and economic staffs are available to assist American minority firms with political and economic briefings, professional advice and analysis on the business culture and practices of the country, and assistance in making and developing contacts abroad.

Personnel of the Department of Commerce's U.S. and Foreign Commercial Service (USFCS) are stationed in 69 countries where our major markets are located. State Department officers are responsible for commercial work in over 100 countries with smaller markets where USFCS personnel are not present. The important point is that in all our Embassies, regardless of size or location, or which agency takes the lead, there are personnel to provide information and counsel to American firms, help them with problems, and see to it that they get a fair shot at contracts and sales.

The Regional Bureaus, each under the direction of an Assistant Secretary of State, are responsible for U.S. foreign affairs activities in a specific major region of the world. They are the Bureaus of African, Inter-American, European and Canadian, Near Eastern, South Asian, and East Asian and Pacific Affairs. Country "desk officers" maintain day-to-day contact with overseas diplomatic posts and provide country specific economic and political analysis and commercial counseling to U.S. business.

The Office of Small and Disadvantaged Business Utilization (A/SDBU) actively promotes the use of small businesses by our various program and procurement personnel, both domestically and at our Embassies and Consulates overseas. The Department is committed to ensuring that small businesses receive a fair share of the procurement dollars we spend. (Contact: Durie N. White, phone (703) 875-6824).

Publications: The Department produces various publications of interest to minority business, including *Key Officers of Foreign Service Posts: A Guide for Business Representatives* and *A Guide To Doing Business With the Department of State*.

Commercial Posts of the Department of State (Posts With No FCS Presence)

While most U.S. commercial posts of the Department of State have assigned to them a Department of Commerce Foreign Commercial Service (FCS) officer to promote exporting by U.S. firms, the following posts have no FCS presence. Export promotion at such posts is a function of Department of State personnel:

Africa

Angola, Luanda
Benin, Cotonou
Botswana, Gaborone
Burkina Faso, Ouagadougou
Burundi, Bujumbura
Cameroon, Yaounde
Cape Verde, Praia
Central African Republic, Bangui
Chad, N'Djamena
Congo, Brazzaville
Djibouti, Djibouti
Equatorial Guinea, Malabo
Eritrea, Asmara
Ethiopia, Addis Ababa
Gabon, Libreville
Ghana, Accra
Guinea, Conakry
Guinea-Bissau, Bissau
Lesotho, Maseru
Liberia, Monrovia
Madagascar, Antananarivo

Malawi, Lilongwe
Mali, Bamako
Mauritania, Nouakchott
Mauritius, Port Louis
Mozambique, Maputo
Namibia, Windhoek
Niger, Niamey
Rwanda, Kigali
Senegal, Dakar
Sierra Leone, Freetown
Somalia, Mogadishu
Sudan, Khartoum
Swaziland, Mbabane
Tanzania, Dar es Salaam
The Gambia, Banjul
Togo, Lome
Uganda, Kampala
Zaire, Kinshasa
Zambia, Lusaka
Zimbabwe, Harare

Latin America

Bahamas, Nassau
Barbados, Bridgetown
Belize, Belize City
Bolivia, La Paz
El Salvador, San Salvador
Guyana, Georgetown
Grenada, St. George's
Haiti, Port-au-Prince

Jamaica, Kingston
Netherlands Antilles, Curacao
Nicaragua, Managua
Paraguay, Asuncion
Suriname, Paramaribo
Trinidad & Tobago, Port of Spain
Uruguay, Montevideo

Near East/South Asia

Afghanistan, Kabul
Bahrain, Manama
Lebanon, Beirut
Nepal, Kathmandu
Oman, Muscat
Qatar, Doha

Bangladesh, Dhaka
Jordan, Amman
Sri Lanka, Colombo
Syria, Damascus
Tunisia, Tunis
Yemen Arab Republic, Sanaa

East Asia and the Pacific

Brunei, Bandar Seri Begawan
Burma, Rangoon
Cambodia, Phnom Penh
Fiji, Suva
Laos, Vientiane
Marshall Islands, Majuro
Micronesia, Federated States of Kolonia

Mongolia, Ulaanbaatar
Palau, Koror
Papua New Guinea, Port Moresby
Solomon Islands, Honiara
Western Samoa, Apia

Europe

Albania, Tirana
Bermuda, Hamilton
Croatia, Zagreb
Cyprus, Nicosia
Estonia, Tallinn
Finland, Helsinki
Iceland, Reykjavik

Latvia, Riga
Lithuania, Vilnius
Luxembourg, Luxembourg
Macedonia, Skopje
Malta, Valletta
Slovak Republic, Bratislava
Slovenia, Ljubljana

New Independent States

Armenia, Yerevan
Azerbaijan, Baku
Belarus, Minsk
Georgia, Tbilisi

Kyrgyzstan, Bishkek
Moldova, Chisinau
Tajikistan, Dushanbe
Turkmenistan, Ashgabat

Section E

- **Other Department of State and Government
Subscriptions/Publications**

☐ **YES,** enter my order as follows:

Qty.	Stock Number	Title	Price Each
	044-000-02489-6	A Guide to Doing Business with the Dept. of State	\$5.50
Total For Publications			

Qty.	List ID	Title	Price Each
	COBD	Commerce Business Daily	\$275.00
	DIPL	Diplomatic List	10.00
	KOFS	Key Officers of Foreign Service Posts	5.00
	DSTD	U.S. Department of State Telephone Directory	16.00
Total For Subscriptions			
Total Cost of Order			

Prices include regular domestic postage and handling and are subject to change. international customers please add 25%.

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Superintendent of Documents, PO Box 371954, Pittsburgh, PA 15250-7954

Important: Please include this completed order form with your payment.

Electronic Services

EC/EDI Fact Sheet (The Basics)

What is Electronic Commerce (EC)?

Electronic Commerce (EC) is the paperless exchange of business information, using Electronic Data Interchange (EDI), electronic mail, electronic bulletin boards, electronic funds transfer, and other similar technologies.

What is Electronic Data Interchange (EDI)?

Electronic Data Interchange (EDI), a major part of Electronic Commerce (EC), is the computer-to-computer exchange of business data in a standardized format.

What are the major benefits of EDI?

- Increased business opportunities through wider diffusion of procurement information;
- Improved quality through improved record-keeping, fewer errors in data, reduced processing delays, less reliance on human interpretation of data, and minimized unproductive time;
- Greater competition and reduced prices;
- Savings from reduction of inventories, mailroom sorting/distribution time, elimination of lost documents, and reduction of postage and other mailing costs;
- Reduced order time; and
- Better and more up-to-date information for management decisionmaking.

What is necessary to begin using EDI?

Should you intend to become fully EDI-capable, you will need a personal computer, a modem, ANSI X12 compliant EDI translation software or access to an EDI translation service, EDI implementation conventions, and a subscription to a Value Added Network (VAN).^{*} However, should you opt not to become fully EDI-capable, it is possible for you to exchange EDI transactions with the Government through the use of services provided by Value Added Service (VAS) providers. Such services (EDI-to-Fax, for example) allow you to participate in the Government EDI-based acquisition efforts without investing in EDI-related computer hardware and software.

^{*}VAN price and services list can be found on the Internet at:
<http://www.state.gov> (there is a link to the San Antonio ECRC)

Further, you will need to secure the following unique identification numbers for your business:

- DUNS number assigned by Dun and Bradstreet, 1-800-333-0505;
- CAGE code assigned by the Defense Logistics Service Center if you intend to do business with the Department of Defense; 616-961-4955; if you currently do business with DoD, you should already have a CAGE code;
- Tax Identification Number (TIN) assigned by the Internal Revenue Service, 1-800-829-1040.

What are some sources of information on EC/EDI?

Data Interchange Standards Association (DISA), the ANSI X12 Secretariat, 703-548-7005; ANSI X12 standards-related, membership, training, and conference information. Internet World Wide Web access via <http://www.disa.org>. ANSI X12 standards published by DISA may be obtained through EDI Support Services, 1-800-334-4912.

Defense Technical Information Center (DTIC); provides full and executive summary versions of the DoD Electronic Commerce (EC)/Electronic Data Interchange (EDI) in Contracting Report, December 20, 1993, in electronic form. Internet World Wide Web access via <http://www.dtic.dla.mil> and via anonymous ftp at [asc.dtic.dla.mil](ftp://asc.dtic.dla.mil).

DoD Electronic Commerce Information Center, 1-800-EDI-3414; EC/EDI information packet, and other information. Internet World Wide Web access via http://www.acq.osd.mil/ec/ecic_hpg.html.

EDI World, 305-925-5900; a monthly industry magazine that contains information on EDI industry trends, user groups, conferences and seminars, and other information. An annual subscription cost is \$29.95.

Electronic Commerce Resource Centers; contact the Electronic Commerce Information Center for further information on one in your area.

Federal Electronic Commerce Acquisition-Program Management Office (ECA-PMO), 703-681-0369; Federal implementation conventions, Streamlining Procurement Through Electronic Commerce, and other related information. Internet World Wide Web access via <http://www.gsa.gov/ecapmo.htm> and <http://snad.ncsl.nist.gov/dartg/edi/fededi.html>, and FTP access via [ds.internic.net](ftp://ds.internic.net).

FedWorld BBS, a computer Bulletin Board System (BBS), 703-321-8020; provides documents related to EDI, including Streamlining Procurement Through Electronic Commerce. Internet World Wide Web access via <http://www.fedworld.gov>.

Government Printing Office (GPO), 202-512-0132; provides the full report version of the DoD Electronic Commerce (EC)/Electronic Data Interchange (EDI) in Contracting Report, December 20, 1993, in paper form; stock number 008-000-00643-1.

National Technical Information Service (NTIS), 703-487-4650; publishes *Federal Information Processing Standards Publication* (FIPS PUB) 161, NTIS Accession number

SIPSPUB161-1, \$12.50. The Federal Government's intent to use ANSI X12 standards for EDI is documented in this standard.

Phillips Publishing International, 1-800-777-5006; publisher of *EDI Yellow Pages*, a directory of EDI products and services.

Premenos Corporation; provides ANSI X12 and UN/EDIFACT standards in electronic form. Internet World Wide Web access via <http://www.premenos.com>.

Procurement Technical Assistance Centers (PTACs); Government and privately funded organizations dedicated to helping small companies do business with the Federal Government. Call the Electronic Commerce Information Center for a list of PTACs in your area. For companies that are not currently DoD contractors, but who wish to do business with the DoD in the future, the PTACs can also serve as Government sponsors for them to obtain a CAGE code.

SBA Online, a computer Bulletin Board System, 800-697-4636; EC/EDI-related information, including EDI, A Guide to Translation Software. Internet World Wide Web access via <http://www.sbaonline.sba.gov>.

The following is a list of Centers that offer assistance to businesses interested in becoming EDI capable. Operating under DoD sponsorship, the centers serve all qualified business and government personnel. Services are provided either free or for a minimal fee.

Electronic Commerce Resources Centers (ECRCs)

Atlanta, GA	(404) 894-95	robert.fulton@me.gatech.edu
Bremerton, WA	(206) 478-0333	wilson@ctc.com
Cleveland, OH	(800) 991-3272	kent.kemmerer@camp.org
Dayton, OH	(513) 449-6060	jhoman@cole.sinclair.edu
Fairfax, VA	(703) 691-1507	byoung@ecrc.gmu.edu
Johnstown, PA	(800) 231-2772	michalec@ctc.com
Oakland, CA	(510) 748-6850	shaw@ctc.com
Orange, TX	(409) 882-3950	pdewitt@ecrc.kbsi.com
Palestine, TX	(800) 209-2772	mikelabeau@ptxecrc.com
San Antonio, TX	(210) 732-1141	butch@saecrc.org
Scranton, NY	(800) 572-3272	linnm1@lion.uofs.edu

FAR on CD-ROM

The Federal Acquisition Regulation (FAR) on CD-ROM can be obtained from the Government Printing Office (GPO) for \$80. Updates are sent out quarterly or when changes occur. The stock number is 722-009-0000O2. Make your check, money order, or credit card payable to the Superintendent of Documents. The mailing address is U.S. GPO, Superintendent of Documents, P.O. Box 371954, Pittsburgh, PA 15250. The telephone number is (202) 512-1800.

Foreign Affairs on the Internet

The Department of State Foreign Affairs Network (DOSFAN) is now on the Internet, providing global access to official U.S. foreign policy information—speeches, statements, and testimony by the President, Secretary of State, and other senior officials; plus Dispatch and Background Notes on countries and international organizations; congressional reports on trade practices; human rights, terrorism, narcotics control, and other subjects; daily briefing transcripts; directories of key officers at foreign service posts; travel information; and much more. Developed in collaboration with the University of Illinois at Chicago (UIC), DOSFAN is accessible on the Internet at the following site:

Department of State Web Page: <http://www.state.gov>

DOSFAN is updated daily. For more information about DOSFAN, contact: john.a.shuler@uic.edu or by telephone at 312-996-2738.

Department of State Telephone Directory: GOPHER:dosfan.lib.uic.edu (contacts and telephone numbers).

Internet Address for the FAR

FAR—<http://www.far.npr.gov>

FAR—<http://www.gsa.gov/far/>

U.S. Missions Online

To support its relations with other countries and international organizations, the United States maintains diplomatic and consular posts around the world. In most countries with which it has diplomatic relations, the U.S. maintains an embassy, which usually is located in the host country capital. The U.S. also may have consulates or consulates general in other large commercial centers or in dependencies of the country. The U.S. missions listed below may be accessed from http://www.State.gov/www/regions_missions.html

Europe and Canada (EUR)

Austria
Azerbaijan
Belgium
Bulgaria
Canada

East Asia and the Pacific (EAP)

Australia
China
Fukuoka (Consulate)
Hong Kong (Consulate General)
Indonesia

Europe and Canada (EUR)—cont.

Croatia
Cyprus
Denmark
Estonia
Finland
France
Georgia
Germany
Greece
Hamburg (Consulate General)
Hungary
Iceland
Ireland
Italy
Latvia
Lithuania
Luxembourg
Malta
New Independent States of the former Soviet Union (S/NIS)
Norway
Poland
Portugal
Romania
Serbia-Montenegro
Spain
Sweden
Switzerland
The Netherlands
Turkey
Ukraine
United Kingdom

Mid-East and North Africa (NEA)

Egypt
United Arab Emirates

East Asia and the Pacific (EAP)—cont.

Japan
Malaysia
Osaka/Kobe (Consulate General)
Singapore
Thailand

South Asia (SA)

Bangladesh
Nepal

Sub-Saharan Africa (AF)

Botswana
Mauritius
Qatar
Zambia

Latin America and the Caribbean (ARA)

Barbados
Brazil
Chile
Colombia
Costa Rica
Mexico
Nicaragua
Peru
Uruguay

International Organizations

U.S. Mission to NATO (Brussels, Belgium)
U.S. Mission to the European Union (Brussels, Belgium)
U.S. Mission to the United Nations (Geneva, Switzerland)
U.S. Mission to the United Nations (New York, New York)

Some Useful Internet Addresses

Laws, Regs., and Other Related Documents	Internet Address
Acquisition Reform Network (ARNET)	http://www.arnet.gov
CBD Net	http://cbdnet.gpo.gov
Code of Federal Regulations	http://www.law.cornell.edu/regs.html
Comptroller General Decisions	http://www.gao.gov/decisions/decision.thm
Debarred Bidders List	http://www.supply.dla.mil/
DFARS	http://www.dtic.mll/dfars/
DUNS Report	http://www.dbisna.com/dbis/product/secure.htm
Executive Orders	http://library.whitehouse.gov/?request=ExecutiveOrder
Federal Acq. Regs.	http://www.gsa.gov/far/www.fedmarket.com/
	http://www.govcon.com
	http://far_idx.html
Federal Register	http://law.house.gov/7.htm
Federal Statistics and Other Useful Info (OMB)	http://www.fedstats.gov (includes Federal budget)
Legislative Information on the Internet	http://thomas.loc.gov/
OMB Circulars	http://www.whitehouse.gov/WH/EOP/omb
Supreme Court Decisions	http://www.law.cornell.edu/supct/supct.table.html
Thomas Register	http://www.thomasregister.com
Uniform Commercial Code	http://law.cornell.edu/uniform/ucc.html
United States Code	http://www.gwjapan.org/html/uscode.html

Laws, Regs., and Other Related Documents	Internet Address
U.S. House of Representatives Law Library	http://law.house.gov/1.htm
Federal Agency Offices of Small and Disadvantaged Business	See Section B for Internet Addresses
GAO	http://www.gao.gov
GPO	http://www.gpo.gov
GSA	http://www.gsa.gov
Info on House of Representatives Small Business Committee	http://www.house.gov
International Trade	http://www.ita.doc.gov
Internet Providers	http://www1.usa1.com~ibnet/intorghp.html
List of DOD-Certified Value-Added Network Providers (for FACNET)	http://thelist.com/
NASA Federal Jumpstation	http://saecrc.org
National Technology Transfer Center	http://procure.msfc.nasa.gov/fedproc/home.html
NCMA	http://www.nttc.edu
Small Business Administration	http://www.ncmahq.org
U.S. Agency for International Dev. (AID)	http://www.sbaonline.sba.gov
U.S. Dept. of State	http://www.info.usaid.gov/business/ (public affairs info): http://www.state.gov . (acq. home pg): http://www.statebuy.inter.net/home.htm



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